



SKYWAY ELEMENTARY

# School Handbook

FOR PARENT AND STUDENTS

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2023-2024

6621 Courcelles Parkway, Coeur d'Alene, ID 83815  
(208) 664-8998 • [www.cdaschools.org/skyway](http://www.cdaschools.org/skyway)

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# A Message from the Principal

Dear Skyway Elementary Families,

I am thrilled to begin my second year at Skyway Elementary and to have the opportunity to continue building relationships with each and every one of you. Our strong Skyway community is one of the key factors that make our school a truly special place for our students to learn and grow.

As we embark on this new academic year, our dedicated staff is committed to creating a strong framework for academic excellence and positive behavior. We understand the importance of providing a nurturing and supportive environment where all students can thrive. To ensure that we are continuously improving our practices, we will be engaging in ongoing professional development through our staff Professional Learning Communities (PLCs). These PLCs allow us to collaborate, share ideas, and learn from one another in order to better serve our students.

We are eagerly looking forward to welcoming you and your children back to Skyway Elementary. We believe that by working together as a united school community, we can provide the best possible education for our students. We value your involvement and input, and we encourage you to actively participate in your child's education. Together, we can make a significant difference in their lives.

If you have any questions or concerns as we begin the school year, please do not hesitate to reach out to us. We are here to support you and your child every step of the way.

Thank you for your continued trust and support. Let's make this year a memorable one!

Warm regards,

*Mrs. Lesley Runyan*  
Principal  
Skyway Elementary

## School Bell Schedule

### Monday Late-Start

9:45 — Breakfast served  
9:55 — First Bell  
10:00 — Tardy Bell

### Tuesday - Friday Start

8:45 — Breakfast served  
8:55 — First Bell  
9:00 — Tardy Bell

### AM Recess

Kinder: 9:30-9:45  
1st: 10:00-10:15  
2nd: 10:15-10:30  
3rd: 11:00-11:15

### PM Recess

Kinder: 1:45 - 2:00  
1st: 1:30 -1:45  
2nd: 1:15 - 1:30  
3rd: 2:00 - 2:15  
4th: 2:15 -2:30  
5th: 2:45 -3:00

### Lunch Monday - Friday

11:00 - 11:35: Kindergarten Lunch/Recess  
11:25 - 12:00: 1st Grade Lunch/Recess  
11:45 - 12:20: 2nd Grade Lunch/Recess  
12:05 - 12:40: 3rd Grade Lunch/Recess  
12:25 - 1:00: 4th Grade Lunch/Recess  
12:45 - 1:20: 5th Grade Lunch/Recess

### End of School Monday - Friday

3:30 — Dismissal

## Mission/Vision Statement

### School Mission Statement

*All Skyway **STUDENTS** will achieve their full **POTENTIAL** to become **PRODUCTIVE CITIZENS** who are **LIFELONG LEARNERS.***

### Mantra

**Skyway Eagles *SOAR!***

# Skyway Faculty and Staff (2023-2024)

## **Administration**

Principal: Lesley Runyan

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Assistant Principal: Jennifer Kelly

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## **Office Staff**

**Office Manager:** Lora Payton

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**Secretary/ Registrar:** Kathy Taylor

[ktaylor@cdaschools.org](mailto:ktaylor@cdaschools.org)

**Secretary:** Katie Libby

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**Counselor:** Taryn Larson

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**Behavior Specialist:** Carolyn Brainard

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## **First Grade**

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## **Second Grade**

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## **Third Grade**

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**Special Education**

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**SLP: Carrie Traina**

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**School Psychologist:** Katie Duesterhoeft

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**Specialists**

**PE:** Tim Marks

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**Music:** Elizabeth Thurgood

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**ALP/Interventions** Mary Taylor

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**STEAM:** Karen Garner

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**District Content Coach:** Misty Lemburg

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**Custodians:** Bill Ransier and Scott Irons

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**Transportation Department** (208) 667-3451

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## Coeur d'Alene School District Policy and Procedures

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at [www.cdaschools.org](http://www.cdaschools.org). Policies listed below may be subject to change due to current School Board policy review.

## **Nondiscrimination (Policy 3280)**

The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or in employ

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Director of Special Services or Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.

## **Enrollment (Policy 512/3001)**

Prior to admission of a student, the parent/guardian is required to provide the following three (3) items: 1. Proof of residency (i.e. utility bill, lease agreement with current address); Verification of residency is required annually. 2. Up-to-date immunization records (Idaho state law states that children will not be permitted into school until their immunizations are current or parents have signed an exemption form) 3. Original state certified birth certificate (valid passport or notarized affidavit accepted). You have 30 days from the date the child enrolls to provide the birth certificate or we must report the failure to obtain a birth certificate to the Kootenai County Sheriff's Office.

## **Attendance (Policy 522/3040)**

Regular attendance is essential for learning. This responsibility rests with the student and with the parent or guardian, and is basic in order to meet the instructional goals of District 271 and the Compulsory School Attendance Laws of the State of Idaho. The following procedures have been taken from policy 522/3040: Absences and Excuses Procedures 1. A student who is absent 10 or more days during a grading period may be referred to the Board of Trustees for determination as a habitual truant. 2. To ensure the safety of the student, it is required that parents/legal guardian contact/communicate to the school regarding each day or portion thereof that their child is absent; 8 3. If a student is to be out of school for an approved extended absence, it is the parent's/guardian's responsibility to make arrangements for assignments with the teacher prior to such absence, understanding that many assignments can only be made up after returning to school. In all absentee cases, class assignments must be completed within the specified time frame for the student to receive credit. 4. Inadequate and unacceptable academic progress due to absences may result in loss of credit and/or retention in the current grade, if appropriate to that particular student; 5. Excused absences are those which are verified by the parent/legal guardian or school official and should be verified before the absence or within 2 school days after the absence. 6. Documented notifications will be sent to parents from the school when a child has accrued 4, 7 and 10 absences in a grading period.

## **Medication (Policy 561/3510)**

School personnel are not to administer any medication to students without written instructions from a primary care provider. Medication must be in the original container with matching instructions on a signed authorization form on file in the office. Notes from parents are not sufficient. Parents or legal guardians are welcome to come to the office, and the child will be called from class to take the medication from the parent. Over the counter medication may be administered only if the parent comes to the office prior to giving medication and signs a permission/release form.

## **Emergency (Policy 514)**

The Coeur d'Alene School District has a School Emergency Response Plan (SERP) that covers safety and security, including procedures for handling all types of emergencies that might occur in and near our

school and community. Potential emergencies include weather conditions that cause the school to close such as blizzards, ice storms or earthquakes, as well as neighborhood environmental conditions such as nearby hazardous material spills. Other types of situations covered by the plan include fires in or near the school, threats within or near the school or suspicious people on school grounds. SERP is designed to ensure the safety of children within our school and the safe evacuation of children, if necessary. You should be aware of certain areas of our emergency planning to ensure that the district responds appropriately in the event of a school emergency. In the event that you become aware of a school emergency, please take note of the following: The district's Skylert emergency notification system will notify you in the event of a school emergency. This notification system will automatically send you a text, phone message, or email regarding emergency procedures. Messages may be sent to individual school populations or to the entire district. Please be sure to verify your Skylert information during your online registration through Family Access. You must choose to opt-in for text messaging. Tune into your local media. We utilize outreach to television and radio stations. The media will be notified by school personnel with information to relay to parents. Bring identification when you go to pick up your child. The evacuation and release plan requires that children only be released to parents or someone listed on the child's emergency contact list with proper photo identification. Update your child's emergency contact form as necessary. If you are unable to pick up your child, he/she can only be released to someone on your emergency contact form.

## Behavior Expectations

### **Behavior (Policy 539)**

Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program.

### **Dress Code (Policy 517/3260)**

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity. Below are excerpts from the dress code that are frequent concerns within elementary schools: Shirts/Blouses/Tops/T-shirts – Blouses/shirts should be constructed so that the tops of the shoulders are covered with no less than a 2 ½ inch strap (e.g. no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, midriff or breast are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low cut, breast revealing, see through, backless, or tube tops. Undergarments (bras, tank undershirts, etc.) will not be visible. Bedroom clothing, pajamas or sleepwear is not allowed.

**Shorts/skirts/Pants** – All shorts and skirts must be no shorter than mid-thigh from the bottom of the knee. Nylon tights, biker pants or boxer shorts worn as an outer garment are strictly prohibited. Slits in the skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. Bedroom clothing, pajamas or sleepwear is not allowed. All belts must be properly fastened around the waist. The belt will not be excessive in length and will not be hanging from either side of the body.

Our school board has adopted a comprehensive dress code. Following are some highlights from the full



policy.

For more information, see the District Handbook for Parents and Students, Section xxx, Policy 3255

## **Electronic Devices/Cell Phones (Policy 3265)**

Students in grades K-5 may elect to participate in the Coeur d'Alene School District Bring Your Own Device (BYOD) program. Grade K-5 students may possess PEDs in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the PEDs are powered completely off (i.e., not just placed into vibrate/silent mode) and not on their person (i.e., placed in a backpack or locker) unless being used for a specific educational purpose with teacher permission. Students may not use PEDs outside the classroom during lunch or in hallways during school hours.

## **Bus Procedures:**

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 (208) 667-3451.

## **Technology Policy:**

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, Policies 3265 and 3270

## **Absences and Leaving Early**

Your child's attendance is crucial to their success at school. If your student must be absent, please enter the absence in Skyward Family Access before 9:00 am, call the office before 9:00 am at 664-8998, or email our registrar, Jaclyn Adams, at [jadams@cdaschools.org](mailto:jadams@cdaschools.org). For your child's safety the office staff calls the families of all unverified absences. Please help reduce the number of calls we need to make each day by notifying the office in advance. To minimize interruptions to the classroom during the school day, please schedule appointments outside school hours.

**ALL** students must sign in at the office and obtain an **admit to class** pass if they arrive tardy to school.

To protect the learning environment, we also ask that parents do not pick up students early unless absolutely necessary. If your child must leave before the school day ends, please give yourself a few extra minutes to sign your child out at our office, we will call them down when you arrive at the front office.

# General Information

## Skyward Student Management System

The Coeur d'Alene School District has implemented the Skyward Student Management System. One feature is Family Access which provides parents or guardians with access to real-time student information. Parents are able to check grades, monitor attendance, and email teachers. Another feature is the message center which allows teachers and administrators to post information to notify parents about their child, school, or upcoming events. Allows parents/guardians to access student information electronically. Follow your student's attendance, grades, fee management, etc. all on-line. Family Access is also where you sign up for and select options for emergency notifications through Skylert.

## Need to Leave a Message?

In order to preserve instructional time, we encourage you to use email. If you need to leave a time sensitive message, such as a change in after school arrangements for a student, please call and speak directly with the office before 3:00 pm. **Please note: we cannot ensure the delivery of messages to students called in after 3:00 pm**

## Change of Address/Phone Number

Please make sure we have your current contact information so we can contact you in the event of an emergency, update, or teacher communication. This information can be changed online by logging into Skyward. If you have forgotten your pass-word, or need extra assistance, call the front office at 208-664-8998. If you have moved, please contact the office to ensure your residence falls in the Skyway zone.

## Online Payments/e-Funds

E-Funds for Schools offers parents the convenience of paying online for school lunches, School Plus, yearbook orders, donations and much more. You can pay for multiple students at multiple schools with any internet connected device. Just click on the "Online Payment" icon at the top of our web page or click on "District Links" in Family Access in the top right corner. There is also a tutorial on the district website [www.cdaschools.org](http://www.cdaschools.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 if you use your checking route number.

## Cold Weather/Snow Days

Please prepare your child for current weather/temperature conditions. If a child is well enough to come to school, they are well enough to go outside. Notes requesting a student stay in at recess will not be accepted unless special arrangements have been made with the principal. Some winters result in canceling school due to weather conditions. Please tune in to radio (KVNI-1080 AM), your local TV stations KREM-2, KXLY-4 or KHQ-6, or the district website [cdaschools.org](http://cdaschools.org) for closure information. If school sponsored events are scheduled on an emergency closure day, all events are canceled.

## Birthday/Holiday Treats and Deliveries

Due to possible allergies and potential disruption to instructional time we ask that parents **please communicate in advance** with his/her teacher before providing birthday treats for the class. In addition, **we ask that deliveries of holiday flower arrangements, balloons, candy bouquets, etc. not be sent to the school.** Deliveries will be held in the office until the end of the school for the student to pick up.

## Field Trips

During the school year there are times when our instructional program must be taken out of the classroom and into the community.

When you first registered your student in our district, you were asked to agree to or to deny permission for your child to participate in school field trips. Unless you have updated this information, prior authorization is assumed. Through published calendars, newsletters and special notes, we will inform you of the time/date of each field trip prior to the event. This will give you the opportunity to be in touch with your child's teacher if you have questions or decide your child should not participate.

## Lost and Found

Our lost and found grows quickly. Please check it frequently for lost or missing items. **Please label all your student's items.** Lost and found items are placed in tubs near the cafe and on the table in the main hallway. Lost and found items are donated 3 times a year after conferences and at the end of the school year

# Safety and Security

## Visiting Our School

Our district uses the Raptor Tracking System to help protect your children. District policy requires that all visitors entering a school during school hours are screened with this program. This applies to our parents, volunteers and community visitors. The Raptor software uses information from the visitor's driver's licenses or state ID to check the sex offender database from all 50 states, including Idaho, and saving their names in the data system.

### **Please follow these procedures:**

- Be ready to provide a driver's license at the front office.
- Sign in and receive a visitor's badge. Remember to sign out and return the badge when you leave.
- Once inside our school, never open the doors to admit another visitor. Thank you for cooperating and supporting the safety of our students, staff, and families.

## Resources and Communications

Our school website <http://cdaschools.org/skyway> is the best resource for lunch menus, calendars, School Plus registration, t-shirt order forms, cross-country permission slips and so much more. Using our website keeps you informed, reduces printing costs for the school, and is more environmentally friendly. Your child's teacher may also post their parent letter or other information on the website, so please check it often.

Email is our primary tool for communication. Emails from our office &/or teachers go out weekly, if you are not receiving them please let us know. Having your 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.

## Volunteering in Your Child's Classroom

**All volunteers are required to complete the district online volunteer application.** This can be found at [cdaschools.org](http://cdaschools.org). Teachers will request volunteer help after a few weeks to allow their classes to settle

into a routine. Please refer to the parent letter from your child's teacher to see when he/she is ready for volunteers. During this first week of school, the teachers will go over the expectations of school behavior in all common areas (hallways, cafeteria, playground, etc.) You can find these expectations on our website. Please go over them with your child to help reinforce our expectations for a safe and caring environment.

## School Drop Off/Pick up Schedule

### Drop off begins Mon 9:45, T-F 8:45

***All students will enter the building using the front door and go directly to breakfast or the classroom.***

- Pickup Line 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 leave your vehicle.
  - If the pickup lane is full you must pull into a parking space.

#### **At the curb students should:**

- Wait behind the yellow line.
- Watch for parents. (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, NO DROP-OFF OR PICK-UP!**
- Law enforcement will be strictly enforcing this policy and you may be ticketed!
- **DRIVE SLOWLY, REFRAIN FROM USING YOUR CELL PHONE, AND MOST OF ALL...PLEASE BE PATIENT!**
- Suggestions & Tips:
  - Use the parking option. If you arrive early, you should back in. It's easier to pull out and you can see well.
  - 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.

## Skyway Playground Expectations

### **General**

- Be sure you can always see a duty teacher
- Take turns. Count to 100 slowly or to 10, ten times
- Shoes are to be worn at ALL times

### **Slides**

- Walk up stairs
- Sit down on slide, facing forward
- No climbing up the stairs
- Wait until the bottom of the slide is clear
- Move off the mat of the slide quickly

### **Tire Swings**

- Two to three riders at a time
- Sit with feet down
- Push in a circle (older students may not push younger students)
- No children below the tire swings

### **Swings**

- One person on a swing
- Sit on your bottom
- Swing back and forth **only**
- No jumping off
- Keep a safe distance when not swinging

### **Dome**

- Use your hands for climbing and holding onto the dome
- Keep your hands and feet to yourself

### **Wall Ball**

- Hands **only**
- Stay within the designated area

### **Off Limits**

- Behind hill
- Behind, between, or in front of the portables
- ALL areas with plants or planters
- Between Music room and Art room

### **Tetherballs**

- 2 players at one time
- Hit ball clean without stopping or grabbing rope
- Rotate players in to play winner
- Do not stop and hold ball
- All rules will be taught in P.E.

## **Field Games**

- Avoid tackling, pushing, tripping, or swinging. Use as little contact as possible.
- Show a positive attitude and good sportsmanship

## **Snow & Ice**

- No sliding on ice
- No climbing on large snowballs, forts or snow berms
- No throwing snow or ice

## **Playground Boundaries**

- Playground includes: basketball courts, play park, tetherballs, grass field and any area in view of supervisors.
- Stay away from classroom windows and portables when class is in session.
- No climbing fences or trees.
- Please avoid walking in landscaped areas.
- Stay off of deck & stair areas of portables in morning and all recesses.