

Malad Elementary Handbook



Dragons in Training

2026-2027

*At Malad Elementary School, we are Dragon Leaders and everyday we **SOAR**. We are solution-seekers, on-task, accountable, and respectful.*

FORWARD

The policy manual for Oneida School District is posted on the district website under the School Board Tab: **www.oneidaschooldistrict.com**

If you do not have access to the internet, please contact the District Office to ask for a copy of the desired policy. You can contact them by phone at 208-534-6080.

Malad Elementary School's Values

At Malad Elementary School, we are Dragon Leaders and everyday we SOAR. We are solution-seekers, on-task, accountable, and respectful.

S	Solution Seeker
	Keep hands, feet, and other objects to yourself. Show self-control. Tell an adult if you have a problem you can't solve.
O	On-Task
	Follow classroom routine. Complete your work, putting forth your best effort. Be where you should be.
A	Accountable
	Be in charge of your homework and materials. Follow directions the first time. Accept tasks, requests, and consequences.
R	Respectful
	Use a positive tone and kind words. Listen politely when others are speaking. Treat others the way you want to be treated. Take care of yourself, others, and property.

www.oneidaschooldistrict.com

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PRINCIPAL'S MESSAGE

Dear Parents and Guardians,

Welcome to Malad Elementary School! We are excited to begin another school year filled with learning, growth, and meaningful experiences for our students. Our faculty and staff are deeply committed to helping every child feel safe, supported, and challenged as they learn and grow.

At Malad Elementary, we believe effective education is built on strong foundational skills, positive relationships, and high expectations for all learners. Through engaging instruction and best practices in teaching, our teachers provide lessons that are both rigorous and relevant. Our Positive Behavioral Interventions and Supports (PBIS) system encourages students to make positive choices, develop good character, and demonstrate responsible citizenship. We strive to empower students to take ownership of their learning while treating others with kindness and respect.

We know that students are most successful when families and schools work together. Your involvement and support play a vital role in your child's education. We value our partnership with you and encourage your participation in our school community—whether through volunteering, communicating with teachers, or supporting learning at home. Talking with your child about school and showing enthusiasm for their learning sends a powerful message about the importance of education.

This handbook contains important information about school policies, procedures, and expectations. Please take time to review it with your child and keep it available for reference throughout the school year.

We appreciate the trust you place in us and the strong partnership we share as we work to provide exceptional educational experiences for all students. We look forward to a wonderful school year together.

Sincerely,
Sarah McIntyre
Principal

FACULTY/ STAFF

Principal

Sarah McIntyre

Office Manager

Heather Howe

Plant Facility Manager

Devin Morrison

Kindergarten

Ashlee Crossley

Kristle Jensen

Dixie Kaufman

1st Grade

Apral Ipsen

JaLyn Weeks

2nd Grade

Jennifer Brown

Lydia Jones

Megan Mackey

3rd Grade

Brent Grote

Leisa Lamb

Simiron Langston

4th Grade

Susan Clark

Jordan Cook

Lindsay Waldron

5th Grade

Cinniman Allen

Kallie Blaisdell

Kim Jeppson

Counselor

Cierra Potter

Special Education

Amanda Skeen

Speech

Briann Allen

Jordan Allen

Art

Calleo Carter

Computer Lab

Librarian

Trina Grote

Music

Britta Hansen

Science

PE

Dave Owens

SCHOOL HOURS/ IMPORTANT DATES

Daily Hours

Breakfast Service	7:30 am
1st Bell	8:00 am
Tardy Bell	8:05 am
Kinder/ 1st Lunch	11:30- 12:15
2nd/ 3rd Lunch	12:00-12:45
4th/ 5th Lunch	12:30-1:15
Dismissal	3:30 pm

Important Dates

First Day of School	August 19
Labor Day (No School)	September 7
Parent/ Teacher Conference	October 19-22
Thanksgiving Vacation	November 25-26
Last Day of 1st Semester	December 17
Christmas Vacation	December 21-December 31
First Day of 2nd Semester	January 4
MLK Jr. Day (No School)	January 18
Parent/ Teacher Conference	March 8-11
Spring Break	March 29- April 1
Last Day of School- dismissal at 12:00pm	May 27

School Communication

It is the hope of all of our staff to work together for the benefit of your child. Communication is a vital part of this. We have multiple ways to stay in contact and impart information. Please take a look below so you know how to stay informed. At any time please feel free to contact the school in person, by phone at 208-497-5220, or by email at sarah.mcintyre@malad.us.

Website

The school district website can be located at www.oneidaschooldistrict.org

You can find information about upcoming events, contact information, and school shout outs.

OSD App

You can also download the Oneida School District 351 app from the iOS App Store or Android Play Store. This is a convenient way to check news, events, and receive messages.

PowerSchool

PowerSchool is where parents can access grades and lunch balances. To access this information you will need to create an account.

Facebook

Our school has a Facebook page. We use this resource to let parents know about important dates and send out reminders. To access our Facebook page search for Malad Elementary School.

Newsletter

Each month we will send home a school newsletter with each student. This will include important dates and information for the upcoming month.

Swift Reach

SwiftReach is our communication arm through PowerSchool. This allows us to send out text messages and/or emails to parents.

Important Contacts

District Office	208-534-6080	dallan.rupp@malad.us
Bus Shop	208-497-2216	bus.shop@malad.us
Lunch Room	208-534-6080	jean.coburn@malad.us

BEHAVIOR EXPECTATIONS

SCHOOL RULES

At Malad Elementary School, we are Dragon Leaders and everyday we SOAR. This means we are solution-seekers, on-task, accountable, and respectful.

	Solution Seeker	On-Task	Accountable	Respectful
Classroom	*3 before me	*Follow classroom rules *Be ready to work	*Four on the floor *Do your best	*Use appropriate voice level *Keep hands and feet to yourself *Take care of school property
Hallway	*Stay to the right *Wait your turn	*Walk and go directly to your destination *Eyes forward	*Hands by side *Pick up trash	*Wait your turn *Quiet voices
Bathroom	*Wait your turn	*Go to the bathroom *Flush *Wash hands	*Clean up and throw away trash *Return to class quickly	*Quiet voices *Respectprivacy
Lunchroom	*Eat your own food *Help others open lunch items	*Eat and go outside *Walk	*Clean up and throw away trash *Put lunch boxes in basket	*Say please and thank you *Quiet voices
Recess	*Play with those who need a friend *Wear appropriate clothing for weather	*Be aware of surroundings *Play/ Have fun	*Clean up balls and toys *Go to bathroom and get a drink *Food only in food zone	*Share equipment *Take turns *Listen to adult on duty
Bus	*Listen to and follow directions *Be ready and be on time	*Use appropriate voice level *Stay seated	*Leave no trace *Face forwards *Keep aisle clear	*Keep hands and feet to yourself

PBIS

Positive Behavioral Interventions and Supports is an evidence-based three-tiered framework that includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a curriculum or program. It is a team-based process intended for systemic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment.

The staff at Malad Elementary School practices this framework by providing clear expectation, teaching and reteaching desired behaviors, and providing interventions and supports for staff and students in a positive manner.

BEHAVIORAL CONSEQUENCES

The vast majority of offenses are minor in nature and can be handled within the classroom. The teachers are expected to dispense fair and consistent discipline as these day-to-day problems arise. Parents may be notified and apprised of any action taken.

Sometimes a student will be referred to the office for disciplinary action. On the first offense the student will discuss the problem with the principal. Depending on the behavior, the student's parents may be contacted and/or a note may be sent home. On the second offense, parents will be notified and an appropriate consequence will be outlined. On the third offense, parents will be notified and an appropriate consequence will be outlined. This could include detention or suspension. Detention activities may include schoolwork and/or service.

Students may be suspended on a first time offense if the offense is serious and law enforcement may be contacted if deemed appropriate.

GRIEVANCE PROCEDURE

There is a specific procedure that should be followed if at any point in the school year a parent has a grievance or concern.

STEP 1: Parents should first address the concern with the classroom teacher if it is a classroom matter.

STEP 2: If the parent does not feel that the problem has been solved, the next step is to speak with the principal. If the concern is not a classroom matter, the parent can first address the issue with the principal.

STEP3: If the parent does not feel that the problem has been solved, the next step is to speak with the Superintendent, Mr. Dallan Rupp.

STEP 4: If the parent does not feel that the problem has been solved, the next step is to speak with the School Board.

DRESS AND APPEARANCE CODE

Clothing shall be modest, clean, and in good repair. Clothing shall not expose tummy, abdomen, back or chest and should be of properly fitted size as to conceal undergarments at all times. Shorts and skirts should not show any skin above mid-thigh. Students must wear shoes. No student may wear half-length or bare-midriff shirts. Shirts must cover the stomach when the child's arm is raised. Tank tops may not be worn to school or to a school activity.

Students may not wear T-shirts or have temporary tattoos with inappropriate pictures, phrases, or logos.

The administration of Malad Elementary School reserves the right to prohibit fashions that are disruptive or not safe to the individual student or others.

CELL PHONES/ELECTRONICS

Cell phones and other personal electronics, including smart watches, must be left in the student's backpack or turned into the teacher each day. The first time a student has their device out it will be taken by their teacher and returned at the end of the day. The second time, the device will be taken to the office and the student can pick it up after school. The third time, the device will be taken to the office and parents will be called to pick up the device.

TOYS

Toys from home should not be brought to school. The school is not responsible if the toy is lost, stolen, or broken.

Attendance Expectations

ATTENDANCE

In accordance with school board policy #3050, regular and punctual patterns of attendance shall be expected of each student enrolled in Oneida School District #351. Student attendance at school is the responsibility of the parents/ guardian and students. Every effort will be made by school personnel to keep the parents/ guardians informed of student absences. A letter will be sent home when a student has missed eight (8) days, at eleven (11) absences the school principal will contact the family, and if a student has fifteen (15) absences another letter will be sent home. If school efforts to improve student attendance are not successful additional corrective action may be taken including referral to attendance court.

Each time a pupil is absent, the parent/guardian is responsible for contacting the school prior to 8:00 a.m. on the day the student is absent letting the school know that student will not be in attendance. It is the responsibility of the student to obtain and complete make-up work for the time of his/her absence.

To the extent possible, we encourage families to schedule appointments and vacations on days when school is not in session.

CHECK IN/OUT

All visitors to the school must check in at the office.

Students leaving school during school hours must be checked out in the office. If the student is coming to school or returning to school after the tardy bell they must check in at the office.

PLANNED ABSENCE

Please let the teacher know at least two days in advance if you are going to miss school for a planned absence and would like the student's homework before leaving. If the absence is unplanned, homework will be available for pickup at the end of the school day.

STUDENT ILLNESS

We know that students may get sick throughout the year and it can be difficult to know when to stay home and when to come to school. Please use the graphic below to help with specific illnesses. Contact the school if students are not attending school for the day at 208-497-5220.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN TO THE HOSPITAL
						
Temperature of 100 or higher	Within the last 24 hours	Within the last 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye	Hospital stay or visit
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication (i.e. Tylenol, Motrin)	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. Evaluated by a doctor if needed	Treated with appropriate lice treatment at home and checked at the office	Evaluated by the doctor and have a note for the school	Released by medical provider to return to the school

SCHOOL CLOSURE

Decisions concerning the closure of school or alterations to the school day will be made only after careful consultation with school personnel and other appropriate agencies.

When possible, a decision on school closing will be made during the afternoon or evening prior to the day schools are to be closed.

If the decision to close schools is made on the morning of the closing, the announcement will be made as close to 6:00 a.m. as possible, but no later than 6:20 a.m.

All closure announcements will be announced via email, texts and other social media venues.

Bus procedures:

If a bus does not pick up within 10 minutes of the designated pick up time, the students are to return home.

There will be times where some routes may be canceled while others run. These route closures will be specifically announced. These students will be given an excused absence and will have the opportunity to make up any missed school work.

Delayed start: In the event of a delayed start, all pick up times will be exactly two hours later than the normal pick up time.

EMERGENCIES

It is the responsibility of the parent to provide the school office with an accurate list of emergency contacts for each student. Please contact the office immediately with any changes or updates to the information.

If a student needs to be contacted during school hours due to an emergency, please inform the school office and the appropriate school personnel will contact the child.

An Emergency Response Plan has been developed for Malad Elementary School. The plan is on hand in the office if you would like to review it.

MEDICATION POLICY

District policy on medication has been formulated to protect you, your child, and the staff. **Medications should be given at home if at all possible.** This policy requires that medications which are to be administered at school meet the following guidelines:

- All prescription medications given at school require both the **parent** and **physician** signed consent. Non-prescription medications given for a temporary time require parent consent.
- Medication must come in the original container or approved pill box.
- Medication must be current and the written request for the school staff to administer it must be renewed each school year.
- In case of a change of medication or dosage, the parent is responsible for obtaining a **written** order from the physician and sending it to school.
- Medication must be picked up by a parent at the end of the regular school year, or the end of extended school year if a student is attending, or it will be discarded.

Office staff will keep a log of the medication given at school. This will include date, time, dosage, and signature of the person giving the medication. All medications will be stored at school in the office.

DUTY TO REPORT

Idaho law requires any person having reason to believe a child has been abused, abandoned, or neglected to report the allegations to either the Department of Health and Welfare or a law enforcement agency. School personnel do NOT conduct investigations into said allegations.

EMERGENCY DRILLS

Our school conducts monthly drills, per Idaho Code requirements. This includes fire, earthquake, and lockdown drills. When we conduct our lockdown drills we notify the students that it is a drill to minimize fear and confusion.

STUDENT INJURIES

Even with supervision and precautions, 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. The district carries only legal liability insurance.

General Information

AI

The use of AI tools are allowed for the purpose of self-learning, ideation, and inspiration with teacher permission. However, direct plagiarism or copying and pasting of AI-generated work as student-generated work will be treated as plagiarism. Students are expected to use the tool in accordance with academic integrity guidelines and cite any text generated by the tool. Teachers will clarify whether use of AI as a learning tool is allowed for individual assignments. Using AI to complete work that's meant to demonstrate the student's own thinking, writing, or problem-solving is dishonest.

BUS

Riding a school bus is a privilege extended to Oneida County School District students by the Oneida Board of Education to serve student transportation needs to and from school. A further extension of this privilege is made for school activities and field trips.

No pupil shall be permitted to leave the bus except at his or her regular stop. Parents who wish their child dropped at another location must provide a note from the parent/guardian to the school and bus driver. Parents may also call the school with changes. **Please call before 2:00 pm** to ensure that students and teachers are informed of the changes.

Students are expected to sit in their seats, facing the front of the bus. The school rules extend to the bus. Students who fail to comply in a satisfactory manner with these minimum regulations may forfeit their privilege for whatever period of time is judged necessary.

CLASSROOM TREATS

Any treats brought to school must be store-bought and wrapped. In addition, if a student brings treats to share they must bring enough treats for everyone in their class.

DRAGON LEADERS

As a school we are learning 8 habits that will help us become Dragon Leaders.

Be Proactive * Begin with the End in Mind * Put First Things First * Think Win- Win *
Seek First to Understand, Then be Understood * Synergize * Sharpen the Saw *
Find Your Voice

ENROLLMENT

Prior to admission of a student, the parent/guardian is required to complete the online registration form. In addition to this form, parents are required to provide up to date immunization records and their original state certified birth certificate. Parents will have 30 days from the date of enrollment to provide these records. Failure to do so will result in unenrollment.

GRADES

Parent-teacher conferences are held in the middle of the first and second semester. However, please feel free to contact your child's teacher to discuss his/her progress at any time. Also, contact the office for information on accessing the parent portal of PowerSchool, our online student information system.

KINDERGARTEN

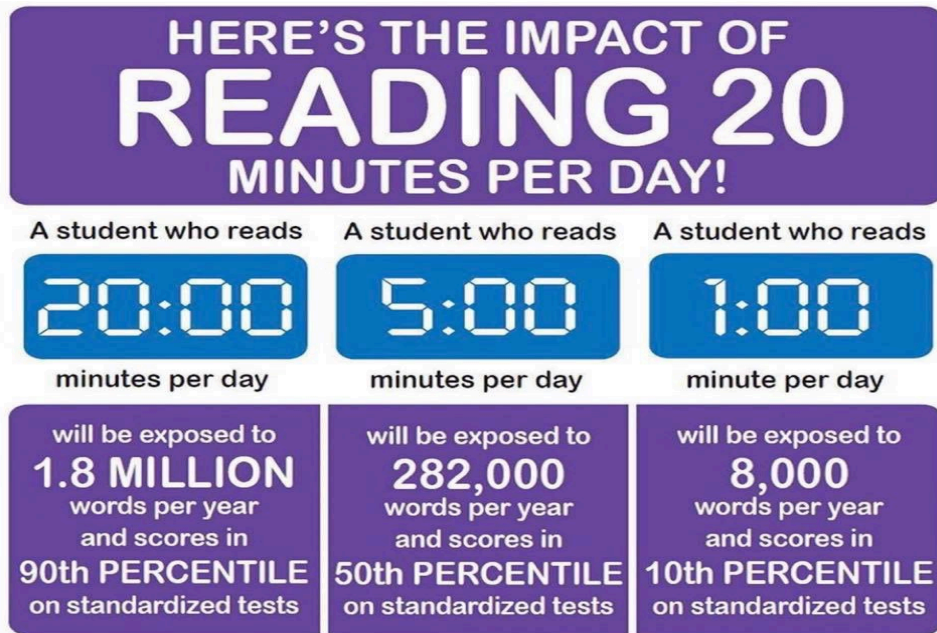
Kindergarten enrollment cut-off day is September 1st in Idaho. A child may be enrolled in kindergarten only if he/she turns 5 on or before September 1st.

LOST AND FOUND

Personal items such as coats, sweatshirts, gloves, etc. which are found and have no identification will be placed on the Lost and Found box located in the commons area in the center of the school. Students who are missing items are encouraged to check this area. Twice a year, once at Christmas break and again at the end of the school year, any items remaining in the Lost and Found will be sorted and donated to charity. Individuals finding items such as watches, keys, or money are encouraged to turn them into the office. They will be returned to the owner after proper identification has been made.

HOMEWORK

Homework may be assigned at the discretion of the classroom teacher. We **strongly** encourage students to work on math facts and reading every night. Reading for 20 minutes a night can have significant benefits to a student's academic success in school.



MATERIALS AND SUPPLIES

Students are responsible for basic school supplies required by their teacher. Supply lists for specific grade levels are available in the school office and on the school district website. If for any reason you are unable to provide these items, please contact the office and arrangements will be made.

SCHOOL MEALS

Breakfast and lunch are served Monday through Thursday. Breakfast costs \$2.60 for a student and \$3.10 for an adult. Lunch costs \$3.25 for a student and \$5.30 for an adult. Application forms for free or reduced priced meals are available in the office as are forms to notify the school office about dietary restrictions. To pay online lunch go to oneidaschooldistrict.org and click on pay online lunch at the top of the screen. You will need your student's name and student number. You can get this from the school office @208-497-5220.

SPECIALS

All students will be given the opportunity to attend 6 special classes at least once a week. These classes include art, computers, library, P.E., music, and science.

TECHNOLOGY

The students have a wonderful opportunity to learn about and on technological devices within the school setting. We have iPads, desktop computers, and Chromebooks within the school. All devices should be used responsibly and for school purposes only. Any willful destruction of property or

misuse of the devices to lead to a restriction or loss of privileges.

TRANSFERS

Please inform the office in advance if your child will be transferring to another school. The students' permanent records will be transferred to the new school once Malad Elementary has received a records request from that school.

VISITING FRIENDS

It is not appropriate to bring visiting friends or relatives who are not enrolled in Oneida County Schools to school.

SCHOOL ASSESSMENTS

The following are state mandated tests which will be given to all Malad Elementary Students.

Idaho Reading Indicator

The IRI is an early reading diagnostic and screener for all students K-3rd grade. Idaho uses Amira for this assessment. This is the same program we use for our monthly progress monitoring.

Fall Testing Dates	Spring Testing Dates
September	May

Idaho Standards Achievement Test

This computerized test, which is based on state standards, will be used to measure student achievement over time in English language Arts, Math, and Science (5th). This assessment is taken by students in grades 3-5.

Spring Testing Dates	April
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School Assessments

In addition to the assessments that are required by the state, we will assess students periodically in the classroom. This will help teachers and parents monitor student growth and make necessary instructional adjustments.

TITLE 1/ TITLE IX

Malad Elementary is a Schoolwide Title I School. Title 1 funds are used to pay for intervention programs, intervention resources, and classroom aides. Every teacher at Malad Elementary School is licensed to teach the grades and subjects assigned.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) as signed?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is taught for four or more consecutive weeks by a teacher who is not highly qualified, will I be notified in a timely manner?

If you would like more information about Malad Elementary School or the qualifications for your child's teacher or instructional aide, please feel free to call Sarah McIntyre, Principal, at 208-497-5220.

Title IX provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX is published in the United States code at 20 U.S.C. §1681-§1688.

HOME AND SCHOOL COMPACT

Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work.

So, I will:

- Believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

Parent/Caregiver: I want my child to succeed.

I will encourage him/her by doing the following:

- Encourage positive attitudes about school.
- Support the discipline policy and school policies.
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
 - Establish with my child a place and time to study and a daily reading time.

Teacher: I understand the importance of the school experience to every student and my position as a teacher and a role model.

I agree to:

- Be aware of your child's needs.
- Communicate with you about your child's progress frequently.
- Teach basic concepts and skills to your child to meet state student achievement standards.
- Motivate and encourage your child to practice academics at home.
- Hold parent/teacher conferences at least annually.
- Deliver high quality curriculum and instruction.
- Provide suggestions for home to enhance literacy.