

**HARVEST
ELEMENTARY
SCHOOL**

**PARENT
HANDBOOK**



HOME OF THE HAWK

Principal's Message

We are delighted to welcome you and your children to Harvest Elementary School. Our goal is to make this a great year for everyone - students, parents, and teachers. If you have questions, concerns, or comments, we encourage you to come in or give us a call at 801-610-8709. We recognize that you are the most important person in your child's life and that the most successful students come from homes where the parents and school work together.

Mission Statement

Through the unified commitment of students, staff, parents and community, the mission of Harvest Elementary School is to "Plant Knowledge for Life's Harvest" for our students.

Extended Day

The Harvest Elementary extended day model divides the school student population into two groups called Track A (AM) and Track B (PM). One-half of the student population (Track A) comes at 8:00 AM and leaves at 2:15 PM. The other half (Track B), arrives at 9:15 AM and leaves at 3:30 PM.

Track A students receive 65 minutes of Language Arts instruction as only half of the class is in attendance at that time. When Track A students leave at 2:15, Track B students then receive the 65 minutes of Language Arts instruction.

Core Subjects: reading, writing, spelling, language arts, math, science, and social studies.

Specialty Subjects: computers, art, and music.

Early Out Monday

Mondays are early out days where students will be excused 50 minutes early enabling teacher teams to function in collaborative work. Track A will be from 8:00 AM to 1:25 PM and Track B will be from 9:15 AM to 2:40 PM.

Daily Schedule

Kindergarten

Monday

Track A, AM	8:00 AM – 10:20AM
Track B, AM	9:15 AM – 11:40 AM
Track A, PM	11:00 AM – 1:25 PM
Track B, PM	12:15 PM – 2:40 PM

Tuesday – Friday

Track A, AM	8:00 AM – 10:45 AM
Track B, AM	9:15 AM – 12:00 PM
Track A, PM	11:30 AM – 2:15 PM
Track B, PM	12:45 PM – 3:30 PM

1st – 6th Grade

Monday

Track A	8:00 AM – 1:25 PM
Track B	9:15 AM – 2:40 PM

Tuesday – Friday

Track A	8:00 AM – 2:15 PM
Track B	9:15 AM – 3:30 PM

Recess Times

Monday – Friday AM	9:05 – 9:15
Monday PM	1:25 – 1:35
Tuesday – Friday PM	2:15 – 2:25

Lunch Schedule

Students will go to lunch by grade level between the following times:

1 st Grade	11:00 - 11:46
2 nd Grade	11:13 - 11:55
3 rd Grade	11:26 - 12:08
4 th /5 th Grade	11:36 - 12:14
5 th /6 th Grade	11:48 - 12:30

Accidents and Illness

If a serious accident or illness occurs, the school will contact the parents or call for assistance at the emergency number listed on the health information sheet. **IT IS EXTREMELY IMPORTANT THAT PARENTS RETURN THE HEALTH INFORMATION SHEET TO THE SCHOOL. PLEASE KEEP THE OFFICE INFORMED OF ANY ADDRESS OR TELEPHONE NUMBER CHANGES.** In extreme emergencies, if the parents or the emergency number cannot be reached, it may become necessary for the school to contact the paramedics. Sick children will not be sent home until parents come to school and sign them out.

Alpine Foundation

The Alpine Foundation (801-610-8403) was formed to provide a way to make a tax-deductible contribution to your child's school. You may donate any time during the year. You should specify "Harvest" on the donation slip and you may also say where you would like the donation to go. Or, if you prefer, you may leave it undesignated to be used where needed.

Arriving at School

Please do not send students to school earlier than 15 minutes before school begins. In case of inclement weather, students may wait inside the building before school starts.

Attendance

It is extremely important for your child to be at school every day except in cases of illness. Send a note to school when your child returns that briefly explains the child's absence. Teachers will call home after three consecutive student absences.

http://policy.alpinedistrict.org/policy/5158_Attendance_Policy_for_Elementary_School_Policy

Bicycles and Scooters

Children may ride bicycles/scooters to school but are not encouraged to do so because of safety and security. If ridden, they must be placed in the bike racks, locked securely, and left there until time for students to go home. Bikes/scooters are NOT to be ridden on school grounds before, during, or after school. Please walk them while on school campus.

Classroom Visits

Parents are welcome to visit their child's classroom. Please notify the teacher before of the day and time you wish to visit. These visits should be limited to 30 minutes. While in the classroom, please do not interrupt the teacher or children in the learning process. Occasionally, out-of-town cousins or friends come to visit during the school year. **THESE GUESTS ARE NOT TO ACCOMPANY STUDENTS TO SCHOOL DUE TO LIABILITY ISSUES.**

Discipline

Children are responsible for their own actions. Respect for self and others is very important. Rules of acceptable behavior are posted in the classrooms and hallways of the school. As these rules are kept, self-discipline becomes a part of the school day, not only in the classroom, but throughout our school. We use the Think Time Program for our school-wide discipline plan.

Dress Standards

At Harvest Elementary School, we strive to create a positive learning atmosphere where all children have as many opportunities to learn as possible. The Dress Code of Harvest Elementary School is designed to reduce disruptions of that positive learning atmosphere.

Dress Code Standards:

- No clothing or displays with references to drugs or alcohol, or vulgar or profane language, messages, or pictures.
- No low riders, bare midriffs, or excessively baggy clothing.
- No head coverings.
- No chains or long belts that hang.
- No heeled shoes (heels must be taken out of shoes while at school).
- Skirts and shorts should extend to a point reaching or passing the normal extension of the arms (at least as long as out-stretched fingertips). Skirt slits must comply with this policy too.
- No sleeveless shirts or blouses (to be considered a sleeve, the shirt or blouse must completely cover the shoulder).
- Clothing that is ragged, tattered, or deliberately distracting in appearance must be avoided. Cutoffs and jeans of a “grubby” type are not acceptable.
- No display of undergarments.
- No extreme hairstyles or colored hair that distracts others (i.e. blue, green, orange, etc.).
- Hair should be clean, well-groomed and is not in need of constant attention.
- Appropriate footwear is required and must not mark or damage floors.
- No exaggerated body piercing (i.e. nose, lips, tongue, eyebrows, excessive ear piercings, etc.)
- No public displays of affection (i.e. holding hands, front to front hugs, kissing, sitting on laps, etc.).
- Exceptions to these policies are for special activities as approved by the Principal.

Interpretation of the standards will be both the right and the responsibility of the school administration.

http://policy.alpinedistrict.org/policy/5152_Standards_of_Dress_and_Grooming_Policy

Grades

Grades are not calculated into GPA's or counted into college entries at an elementary level. Grades are **indicators** of progress, but not more so than on-going authentic assessment and observations of daily work.

Achievement on specific standards will also be communicated, especially in the lower grades.

Homework

Homework reinforces skills students have been taught in school. It is also an effective way to help parents become aware of their child's academic progress. Any homework assigned will be purposeful and reasonable in amount. The teacher will carefully explain such homework so the student has an understanding of expectations. If you have concerns about the amount of homework, please contact the teacher.

Immunizations

Children will **not** be allowed to come to school unless **all immunizations** are up to date and on file with our school nurse. Students will not be placed in classes until proof of immunizations is received in the office.

Interfering Devices and Electronic Communication Devices

The possession and use of electronic communication devices often have the effect of distracting, disrupting and intimidating others in the school setting. Examples of "interfering devices" are any electronic communication such as cameras, lasers, laser pens, or pointers, radios, portable CD players or other electronic equipment or devices. An "electronic communication device" includes telephones, camera telephones, two-way radios or video broadcasting devices, pagers and any

other device that allows a person to record and/or transmit on either a real time or delayed basis, sound, video or still images, text or other information.

When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the “on” position and ready to receive, send, capture, or record any communication, visual, image, sound, text message or other information. Usage is also prohibited where a reasonable expectation of personal privacy exists such as restrooms. Neither shall devices be used in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed or embarrassed or intimidated.

The principal or teacher may take appropriate disciplinary action when the policy is violated. Violation of this policy may include the immediate confiscation of the interfering device. The confiscated device shall be given to the principal or his designee. The principal may return the device at the closing of the day or make arrangements to notify and meet with the parent/guardian for pick-up of the device. The use of a device to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty will result in suspension.

It is recognized that in some instances the possession and use of electronic communication devices may be appropriate. The principal shall determine what is considered appropriate.

Library Books

Library books are expensive to replace. Therefore, students will be limited on how many books they may check out at one time. Please pay the school for lost books.

Lost and Found

To simplify the return of lost items, please label clothing and personal items. The lost and found bin is located in the hall near the lunchroom. Valuable or tiny articles are turned in to the office. Lost items not claimed will be donated to the needy.

Lunch/Breakfast Prices

<http://alpineschools.org/departments/nutrition-services-lunch>

You may purchase lunches and breakfasts from the lunchroom. You can also register online at mypaymentsplus.com to add money to your child's lunch account free of charge. Unused lunch/breakfast money at the end of the year will be carried over to the next year. Transferring students may receive a refund upon request.

Lunch Recess

Children should arrive at school appropriately dressed for the weather of the day. All healthy children are expected to go outside after lunch unless weather conditions are extreme. If you feel your child should not be outside during lunch recess due to illness, please send a note to the teacher with the child's name and the date you would like to have him/her kept indoors.

Medication

School personnel CANNOT give children medication (other than Tylenol) without a written MEDICATION ADMINISTRATION RELEASE FORM completed by the physician. This form is available in the school office. Tylenol will only be given if a parent gives permission.

National PTA Membership Drive

When you join PTA, you become a member of a national group of parents and teachers united to promote the wellbeing of children. This money

supports the National, State, and local PTA units. Please join Harvest Elementary School's Parent Teacher Association.

eNewsletter

Every week a newsletter is emailed to each family. The purpose of this newsletter is to keep everyone informed of what is happening at the school. Signup to receive our weekly eCommunication online at <http://harvest.alpineschools.org/>

Nuisance Items

Items such as radios, iPods, cassette/CD players, cameras, video games, water games, roller blades, skateboards etc. are not to be brought to school unless they are required for a special class project. If these items are damaged by other children, the school cannot accept responsibility for the safety of these possessions.

Property Damage

The school will pursue reasonable methods to recover the cost of vandalism and loss of school property by a student.

Recycling

Harvest recycles paper. Place paper in the green recycling bin in the north parking lot. Newspaper, paper, junk mail, magazines, and phone books can all be recycled. Please do not put plastic or cardboard in the recycling bin. Money earned from recycling goes directly toward improving our school.

Reflections Contest

Reflections is a PTA-sponsored contest. The program is a wonderful opportunity for your child to discover and develop his talents and express his creativity in the arts. Artworks may be in any of four areas: music, literature, photography, and visual arts. All entries will be displayed at the

school and five winners from each category will go on to further competition. Entry forms and rules will be sent home.

Room Parents and Volunteers

Parent volunteers are a vital part of our school. Room parents are organized to help teachers with holiday parties and other needs. We also call for volunteers to help teachers with classroom needs. We are grateful to the many parents who give their time for our children. We are extremely grateful you have chosen Harvest Elementary.

Skyward Parent Access

Skyward's Family Access is a secure Internet-based website that will allow parents to easily keep track of nearly everything their student does while at school. Among other things, this service will allow you to view student's attendance, grades, schedule, progress, and assignments. Family Access is a free service and will be available to all parents with children enrolled in the District.

<https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEAplus/seplog01>

Parents have been assigned a user ID and password. This is for parental login only. Students have their own separate login. To begin using Family Access, please use the link above to go to the Skyward Website. To log in, click on the double blue bars at the top of the page. Upon first logging on to Family Access, we encourage you to update your profile information.

Skates

Heelys, skateboards and roller blades are not allowed at school.

Student Check-Out

Parents must come to the school office to pick up their children if they need them during school hours. Students will be turned over to their

parents or guardians after parents have checked their student out through the office. We will not release a child unless an adult comes to the office to sign the child out of school. **Parents please do not call and ask your children to meet you outside or to walk home.** We do this for the safety of your children and hope you will excuse the inconvenience this may cause you. Students going home for lunch on a regular basis should bring a single note from parents to the teacher specifying the days involved. The student should then check out and back in with the teacher. A note from parents is required each time for those students occasionally going home for lunch.

Student Insurance

Alpine School District makes low-cost student insurance available to all students each year. The insurance is purchased by the parent from a private company selected by the District after careful comparison with other companies for cost and benefits. Parents are encouraged to purchase the insurance to help defray costs if they do not have other health and accident insurance. Generally, student insurance should be purchased at the beginning of the year to cover the balance of the year. **Alpine School District does not carry an accident insurance policy on students. A student's parents or guardians are responsible for costs incurred as a result of an accident.**

Student Report Cards

Student report cards will come home approximately one week after the end of the term. Report cards for the 3rd trimester will come home on the last day of school.

Telephone Calls

School telephones are for school business. Students will be allowed to use the telephone **only** for illness or other emergencies. Please talk with your child about lunch money, books, homework, appointments, permission to play at a friend's house, etc., before the student leaves for school. We

avoid interrupting class instruction as much as possible. Our secretary will leave a message for teachers if you would like them to contact you before or after school.

Transfer of Students

Should it become necessary to transfer your children to another school during the year, alert the office at least one week ahead of time so all necessary forms can be completed. On the child's last day of school, come to the office and pick up a withdrawal slip for your child's new school. All library books and school texts must be returned or accounted for.

Traffic Safety

Courteous, careful and slow driving cannot be emphasized enough when loading and unloading students. Do not drive faster than 5 miles per hour through the parking lot. On bad weather days, traffic jams occur. Anticipate this problem by allowing enough time to remain safe when picking up students. Since children are not always careful, adults must drive safely. **Please do not use the bus zone driveway in front of the school. Use the south entrance to drop off or pick up children. Please see map of Traffic Patterns for more information**