

Hidden Hollow Elementary School

2020 – 2021

**Parent and Student Handbook
“A to Z” Success Guide
PLUS School Access Routes and
Pandemic Precautions**



Mr. Conley, Principal
Mr. Truesdell, Assistant Principal
Mrs. Child, TSA

<http://hiddenhollow.alpineschools.org>

7447 N. Hidden Valley Parkway
Eagle Mountain, Utah 84005
Telephone (801) 610-8721

HIDDEN HOLLOW ELEMENTARY 2020 - 2021

MESSAGE FROM THE PRINCIPAL

Welcome to another school year. We are very excited to be working with your children and look forward to success with all students. Please allow me to review some very important information as we begin school:

- Dropping students off and picking them up at school is a very busy and congested time. Please drive slowly. We are very concerned for the safety of the students.
- Cars should not be left unattended in the drop off zones.
- Please use the parking stalls if you need to get out of your car. We suggest using the north parking lot if possible; it offers quicker drop-off and pickup options.
- We ask that students use the crosswalks in and near the parking lot.
- Please pull forward so other cars can get into the drop off/pick up zones.



Hidden Hollow's PTA is a parent organization that helps with many functions at our school i.e., volunteering, fundraising, supporting school events. We would encourage all parents to get involved with the PTA. You may contact the PTA at <https://www.facebook.com/HornetsPTA/>

Please feel free to contact us with your concerns.

Thank You,
Keith Conley

HIDDEN HOLLOW FACULTY AND STAFF 2020 - 2021

School Administration		
Mr. K. Conley	Principal	171750
Mr. J. Truesdell	Assistant Principal	171751
Ms. T. Child	Partnership Facilitator	171749
Mrs. L. Cameron	Lead Secretary	171755
Mrs. A. Whiting	Secretary	171756

Kindergarten	
Mrs. D. Hoskin	171102
Mrs. S. Kirtley	171101
Mrs. A. Becar (OEK)	171103
Mrs. A. Stolle	171104
First Grade	
Mrs. A. Moore	171111
Ms. K. Fenn	171113
Mrs. J. Weaver	171110
Mrs. C. Gustafson	171106
Ms. M. Ovard	171105
Mrs. A. Jackson	171117

Second Grade	
Mrs. N. Robbennolt	171121
Mrs. J. Jackson	171219
Mrs. K. Watson	171120
Mrs. N. Buhler	171119
Ms. L. Weakley	171118
Third Grade	
Mrs. L. Pease	171205
Mrs. E. Siglin	171201
Mrs. D. Cowles	171204
Mrs. K. Soderborg	171202
Ms. M. Nelson	171213
Fourth Grade	
Mrs. L. Gamble	171206
Mrs. H. Slack	171207
Mrs. T. Barlow	171210
Mrs.K. Helmandollar (ALL)	171211
Ms. A. Stubbs	171502
Fifth Grade	
Mrs. A. Dibb	171228
Mrs. M. O'Vey (ALL)	171229
Mr. S. Price	171227
Dr. R. Jackson	171501
Mrs. M. Klvacek	171226

Sixth Grade	
Mrs. J. Coombs	171223
Mr. W. Partridge	171222
Mrs. E. Fowles (ALL)	171225
Mrs. L. Vliet	171224
Mrs. M. Neptune	171220

SPECIALTY TEACHERS

Miss K. Ross	Music	171200
Ms. R. Parker	Computers	171214
Mrs. E. Mattinson	Visual Arts	171221
Mrs. C. Cooper	Physical Education	171114

SPECIAL EDUCATION

Mrs. S. Fullmer	Lower Grades	171112
Mrs. L. Thorne	Upper Grades	171212
Mrs. A. Schoedel	School Psychologist	171209
Ms. S. Abraham	Speech-Language	171215

SUPPORT STAFF

Mrs. M. Porter	Literacy Specialist	171107
Mrs. S. Jenkins	Innovative Learning Coach	171107
Mrs. K. Straw	Media Specialist	171759
Mrs. J. Gear	Preschool	171101
Mr. P. Pickett	Head Custodian	171761
Mrs. E. Brown	School Counselor	171209
Mrs. D. Garrett	Instructional Coach	171215

Please don't hesitate to call your child's teacher to discuss concerns you may have. Solving problems quickly can save students from the anxiety or fear that can keep them from learning.

HIDDEN HOLLOW INFORMATION & POLICIES

Hidden Hollow Elementary is on an "Enhanced Extended Learning Model." Some students come at 8:00, and have one hour and fifteen minutes to receive reading and writing instruction in smaller groups of students. The other group of students come at 9:15 and has that same instruction from 2:15 to 3:30. The PANDEMIC SCHEDULE differs; see the back of this handbook for details.

We are protective of this literacy instruction time and consider it to be the most important part of the day. During this time we have no recess, assemblies, specialties, or other interruptions. Teachers work very closely with their students. Please help your child be on time every day so they don't miss this crucial instruction.

On Mondays after student dismissal, teachers spend time working together as grade-level teams. The goal is to assess students, determine what they need, and then develop a plan to help students master the concepts they are working on in class. We are very focused on individual strengths and needs.

Students attend a specialty class (Art, Music, Physical Education, or Computers) for 30 minutes Tuesday through Friday while their teachers plan and organize instruction.

ACCIDENTS

Emergency Information in Skyward should be filled out then reviewed annually by each family. This information is critical in case of accident, injury, illness, or emergency and should be kept up-to-date.

Every effort will be made to contact you or the person you designate to be called on the Emergency Information in Skyward. Please change this as needed. *We will not send a child home during the regular hours unless he/she has been officially checked out.* In extreme emergencies, if we are unable to contact you, the paramedics will be called.



ALPINE FOUNDATION

Many of our patrons make donations to Hidden Hollow Elementary. If you would like to donate to the school or to a particular classroom, you may make a contribution through the Alpine Foundation (801-610-8403) or <https://foundation.alpineschools.org> for more info. The Foundation allows you to take a tax deduction for your donation and provides you with a receipt.

ARRIVAL TIME

District policy states that students are *not* to arrive at school earlier than 15 minutes before class begins at 8:00 or 9:15, since no formal supervision is provided. Students may come 20 minutes early only if they eat breakfast in the cafeteria. Please do not drop students off earlier than these times.

ATTENDANCE

- **TARDY AND TRUANCY POLICY** - Utah Compulsory Attendance Law directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have been excused by the Board of Education. Frequent absences or

tardiness of the students from the day-to-day classroom experiences disrupt the instructional and learning process. The benefits of instruction, once lost, are often difficult to regain.

- **TARDY** - Arriving in class after the bell has rung to start class. Parents should notify the teacher through a note or a phone call if their child will be tardy due to circumstances beyond their control. This will help us to provide the needed assistance to your child. Help us teach the children to be responsible by learning to be on time. Continual tardiness will be referred to school administration.
- **TRUANCY** - Defined as "deliberately being absent from school without being excused." Excused absences include: Verifiable illness and family emergencies such as hospitalization or death of a family member.
- **EARNEST AND PERSISTENT EFFORT** - Teachers and school staff personnel will make every effort to work with the student and parent to encourage attendance. Unexcused absences (ditching) are serious offenses. Students who are truant with parents' knowledge may be referred to the district attendance officer and may be referred for educational neglect.
- **OUT OF AREA STUDENTS** - Families who live or move outside of the school boundaries must obtain permission from the principal to attend Hidden Hollow. Decisions are made based on space, resources, and willingness to comply with Hidden Hollow

policies. If any of these conditions cannot be met, students can be returned to their boundary school. Out of Boundary Request forms can be found at alpineschools.org.

BEHAVIOR

Part of the first several days of school helps orient students to understand school and classroom procedures. We practice kindness, manners, and what the expectations are during different activities at school. The habits we work on coincide with the goal of promoting citizenship and helping students realize that they play an important role in our school society and nation.

Teachers encourage students to use proper behavior. When problems arise, teachers are encouraged to involve parents sooner rather than later and then administration for persistent or serious problems.

If a student's behavior is unsatisfactory, a conference can be scheduled with the child, parent, teacher and administration as needed to discuss how we help the student succeed.

Everyone at Hidden Hollow is expected to respect others, to follow school rules, to value all property, to listen to others, and to do their best to cooperate and learn. Disrespect and violation of school rules will not be tolerated.

Each teacher sets the discipline tone in the classroom by outlining school and class guidelines that will maintain the standards listed above. If problems in student behavior occur, students will be treated fairly but firmly, in helping them understand why their behavior is a problem and how they can improve.

Fighting, swearing or using vulgar language, possession of drugs, vandalism, bullying, lying, and stealing are not acceptable behaviors at school. Such behavior will be reported directly to parents and are cause for discipline, up to and including suspension.

BUILDING CARE

Halls: If you see trash stop, pick it up, and put it in the garbage can.

Vandalism: Do not destroy things (by writing, tearing, breaking, or misusing). Tell an adult if you see vandalism.



DRESS CODE

Clothing should fit properly and be weather-appropriate.

- *Shorts or skirts* should be longer than the students' fingertips when their arms rest at their sides. Bike shorts, cut offs, and tight fitting clothing are not permitted.

- *Shirts and tops.* Clothing containing vulgarities, profanity, or advertisements for alcohol, tobacco, and drugs are not permitted. Shirts should cover the shoulders completely and should cover the midriff in normal body movement. Shirts should not have large holes for the arms or head.

- *Shoes* must allow walking and running. Sandal-style shoes need to have a strap over the heel for safety purposes. For full activity, athletic-style shoes are strongly recommended. Shoes with built in wheels are not permitted.
- *Hair* that is distracting or in need of constant care is not permitted. Hats and bandanas are also not allowed to be worn inside the school.
- *Earrings.* Ears are the only body part that may be pierced. Large earrings are discouraged for safety reasons.

ENTERING AND EXITING BUILDING

Breakfast Students are allowed inside for breakfast from 7:40 - 7:55 for the A schedule and 8:50 - 9:10 for the B schedule. After breakfast, students are to line up with their class outside, and wait to be picked up by their teacher. Students are permitted to use the lower grade restrooms for emergency purposes only.

Start of School Students will line up in their assigned areas on the playground. They must wait for school personnel to dismiss them to their classrooms.

Red flag (bad weather) days: Upon arrival, all students are expected to go to the cafeteria and stay there until dismissed to their classrooms. On red- flag days, supervision is provided only in the cafeteria-gym area. *Pandemic conditions may require social distancing adaptations.*

On-time On-time means entering the building with your class. Those arriving afterward are considered tardy.

Exit the Building The bell dismisses the students (teachers should not dismiss students early). At the

bell, exit immediately and quietly through the closest doors. For safety, make plans to meet siblings and friends outside. The teacher on duty will escort his/her class outside shortly before the bell rings.

Outside supervision is provided for ten minutes after school. Parents need to arrange for transportation that goes beyond those ten minutes.

For student safety and comfort, any students still waiting following these ten minutes after school will wait in the vestibule area next to the office.



LUNCH

- *Following hallway procedures, enter the south lunchroom doors.
- *Escorted by duty guards to the lunchroom, make a line parallel to the stage in ABC order.
- *

- *Get your lunch tray and sit at your assigned table.
 - Clearly say your last name to the cafeteria staff at the end of the line.
- *Use your inside voice to talk.
- *Stay seated until you are finished.
- *Dump all leftover food and trash into the garbage can.



HALLWAY

- *Do not talk in the hallways
- *Walk on the right side of the hall
- *Line up in alphabetical order when going to lunch.
- *When outside of the homeroom without an adult, use a hall pass.

RECESS

- *Play in assigned areas only.
- *Tackle games, play fighting, or throwing snow balls is not permitted.
- *When the bell rings stop playing and line up.
- *Wait in line for teacher to come and escort you into the building.

BATHROOM

- *Use stalls one person at a time.
- *Always flush the toilet.
- *Wash hands for 10 seconds.
- *Use hand dryers to dry.
- *Use indoor voice.
- *Return to class immediately

BIKES, SCOOTERS, SKATEBOARDS, ROLLER BLADES AND HEELYS

Children may ride bicycles to school, but must **walk the wheels** on school grounds: Do **not** ride bikes, scooters, skateboards or Heelys on school grounds. Roller blades must be changed at the first bench available. Bike racks are located in the front of the school for students to secure their bikes during the day.



Hidden Hollow is not responsible for stolen or vandalized items. Just as with outdoor conditions, use of shoes with wheels, skateboards and roller blades are not permitted inside the school building.

BOOK ORDERS

Many teachers distribute order forms to students allowing them to buy books through book companies at reduced prices. If you choose to participate please either order online or write the check out to the specific book company for the exact amount. If you have any questions, you may call your child's teacher.

BREAKFAST AND LUNCH

Breakfast will be served from 7:40 - 7:55 and from 8:50 - 9:10 am.. Breakfast cost is \$1.00 per meal full price or \$.30 reduced. Lunch prices are \$1.75 each for full price, or \$.40 for reduced cost (\$3.85 for adults).

Payment is welcomed before school. Parents purchasing an adult meal are asked to pay with cash, as the child's account may not be billed for an adult meal. Those wishing to set up a direct payment plan for school meals may call toll free at (866) 575-5352 or make arrangements online at mypaymentsplus.com. If a student is without food or money, they may charge one meal in an emergency. The charge must be paid the following day. Please remember that parents, not the school, are responsible for meals. **To apply for free or reduced price meals, apply online at <http://205.118.9.10/welcome.aspx>**

Note: Parents are responsible for meal charges incurred during the time it takes to process and free and reduced application. If a family is approved, the charges during these days and weeks are not nullified.

BULLYING AND SAFE SCHOOLS

It is the policy of Alpine School District to maintain school environments, which are conducive to learning. At Hidden Hollow, bullying of any sort, whether it be physical, verbal, exclusionary, or through technology, will not be tolerated. It is the District's and school's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons (even toys), criminal behavior, or gang activity on school property. The Alpine School District Safe Schools Policy also prohibits disruptive acts, hazing/harassment, gangs, secret societies, and hate groups; and the other prohibited acts as defined and described in these rules and regulations.

DISRUPTIVE ACTS. Acts that disrupt the daily operation of the school include but are not limited to physical or sexual assault, intimidation, aggression, possessing, or displaying a dangerous (or toy look-alike) weapon.

DANGEROUS WEAPON. Any item capable of causing death or serious bodily injury, or a facsimile or representation of the item. Dangerous weapons, as deemed by these rules, shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives, matches, lighters, and poisonous gases.

HAZING/HARASSMENT. Intimidation of a student or staff member or any act that injures, degrades, or disgraces a student or staff member.

ABETTING. The act of supporting, encouraging, and/or assisting activities which violate the Safe Schools policy.

GANGS, SECRET SOCIETIES, HATE GROUPS. A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocates hatred or discrimination on the basis of race, religion, sex, national origin, or disability.

OTHER PROHIBITED ACTS. Students may not: wear, possess, use, distribute, or sell any clothing, jewelry emblems, badges, vulgar symbols, signs, or other things which are evidence of membership of affiliation in any gangs, secret societies, or hate groups. Commit acts, or use speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in gangs, secret societies,

or hate groups. Use speech or commit any acts or omissions in furtherance of the interests of the gang, group or society, including but not limited to

- 1) soliciting others for membership,
- 2) requesting persons to pay for protection or otherwise intimidating or threatening any person,
- 3) committing other illegal acts or other violations of school district policies,
- 4) inciting other students to act with physical violence upon any other person,
- 5) defacing school property (books, walls, etc.).

Students who participate in other prohibited activities described above shall be dealt with in accordance with the procedures outlined in Alpine School District Rules and Regulations.

CLASSROOM VISITORS

Parents are welcome to visit school at any time. However, for the safety of our students, *please check in at the office first*. If you would like to visit a teacher's class, please call and make arrangements in advance. Interrupting the teacher or the students in the learning process is not permitted. While out-of-town cousins or friends may come to visit your family during the school year, these guests are not permitted to accompany students to school. Child guests are often a burden both to the teacher and classmates. Your cooperation is appreciated.

CLOSED CAMPUS

We maintain a closed campus. Students should not leave the grounds from the time school begins in the morning until it ends in the afternoon without permission from the parent or guardian.



DAILY SCHEDULE

Early Out Mondays

- AM Kindergarten 8 – 10:45 or 9:15 – 12:00
- PM Kindergarten 11:20 – 1:15 or 12:35 – 2:30
- 1st Grade to 6th Grade 8 – 1:15
- 1st Grade to 6th Grade 9:15 – 2:30

Tuesdays, Wednesdays, Thursdays, Fridays

- AM Kindergarten 8 am – 10:45 or 9:15 – 12:00
- PM Kindergarten 11:20 am – 2:15 or 12:35 – 3:30
- 1st Grade to 6th Grade (early, Track A) 8 – 2:15
- 1st Grade to 6th Grade (late, Track B) 9:15 – 3:30

Preschool (daily)

- 9- 11:45 or 12:30 – 3:15

ELECTRONIC DEVICES

Cell phones, cameras, video games, smart watches, and other electronics are not allowed to be used during school hours. We encourage students to not have them at school for two reasons:

- 1) They are a distraction to learning and safety concerns.
- 2) They are easily stolen.

If electronic devices are at school, they should be turned off and enclosed in a student's backpack. Electronic devices will be taken from students who use them during school hours. They will be returned to students after school by the teacher (the first time). The second time, the device will be stored in the office and parents will need to retrieve them thereafter.



Diarrhea-Frequent,
loose, watery stools
Unusual drowsiness
or tiredness

- Sore throat, acute cold or persistent cough Runny nose (thick, green/yellow discharge)
- Red eyes accompanied by discharge (pink eye)
- Swollen glands around the jaw, ears or neck
- Any skin sore oozing of fluid
- Suspected head or body lice
- Earache
- Any unexplained rash
- Other symptoms which suggest acute illness

EMERGENCY

Sick or injured children If a child is sick or injured while at school, we will call the parent or individual designated on the *Emergency Information on Skyward* to take the child home. Since we do not have the provisions to take care of sick children for long periods of time, please provide us with accurate information and names of people who could pick up your children and take care of them if needed. The sick room is for temporary accommodation of students. **We are unable to keep students in the sick room for more than 10 - 15 minutes while waiting for parents to come and pick up their child.**



School wide Emergencies Our intent is to train students in safe emergency evacuation procedures, as well as earthquake and fire safety.

ALTERNATE LOCATION: If it becomes necessary to vacate the school grounds, we will move all students to the **LDS Eagle Mountain Stake Center at 2977 E. Saddle Rock Road** until such time as they can return to our building. Students are to be released only to a parent, guardian, or person designated on the Emergency Information section of Skyward.

EXCLUSIONS FROM SCHOOL

Individuals will be excluded from the classroom if any of the following are noted:

- Fever over 100 degrees
- Nausea, vomiting or abdominal pain

FAMILY REPRESENTATIVES

To conserve paper, many newsletters, announcements, and information will be sent home with the youngest child at Hidden Hollow. Skyward Messenger, Skylert, and our website will also be ways information will be shared.

FEES

The Utah Constitution prohibits the charging of fees in elementary schools. Students in preschool through sixth grades may not be charged for textbooks, classroom equipment, supplies, assemblies, field trips, snacks, or for anything else that takes place during the school day. If your student loses or destroys school property, the cost of repair or replacement is not a fee and will not be waived. Schools may charge for meals served at school.

FIELD TRIPS

Opportunities for learning often arise which extend beyond the school. Occasionally classes will go on field trips. Your child's teacher will send home information regarding each field trip.

It is helpful if students purchase a school lunch if the field trip extends into the lunch period. Special dress and grooming may be required for some trips. Sometimes, parents are invited to help supervise during trips. We appreciate this help, but ask that children younger than school age do not come along.

FOOD IN THE CLASSROOM

To protect student health and assist students who may suffer from allergies, any food served in the classroom must come from a recognized food vendor in its original sealed packaging. No foods prepared at home may be served to students in classrooms.

Although we discourage the use of nuts, we cannot guarantee a campus completely free of them.

FREE OR REDUCED LUNCH

To apply for free or reduced meals, households should complete an online application at <http://205.118.9.10/welcome.aspx> Those who were on free or reduced lunches at the end of last year will remain on the program for thirty days. **Reapplication must be made for the families to remain qualified each new school year.**

GUM and CANDY

Use of these items are at the discretion of the classroom teacher.

HOMEBOUND INSTRUCTION

If your child has had an accident or illness and may have to miss twenty or more days of school, he/she may be eligible to be taught at home by a district-hired private teacher. Please contact the school office for additional information.

HOMEWORK

Homework should be an extension of class work. Assignments should be well planned by the teacher and fully understood by the students. Homework should rarely exceed 30 minutes a night for K-3rd and 1 hour for 4th-6th. Parents can help by giving their children a quiet place and time to work.

IMMUNIZATIONS

Utah State Law requires all children enrolled in a public school to complete immunizations and have the dates on file before admission to school. This is particularly relevant to preschool, kindergarten, and new students.

LEXIA CORE 5

To help students develop fundamental reading skills, children at our school from Kindergarten through fifth grade may use this program both at school and at home. Find more info at <https://www.lexialearning.com/Utah>

LOADING AND UNLOADING OF STUDENTS

Parents should pick up and drop off students in loading and unloading zones only. Please do not park or exit their vehicles along red-curbed areas. Because of high traffic volumes, we ask each driver to pull up as space becomes available; this will prevent back up into Hidden Valley and Pony Express Parkways.

LOST AND FOUND

To simplify the return of lost items, we ask that all caps, jackets, backpacks, boots, etc. be labeled with your child's name. The lost and found bin is located in the exit vestibule to the playground. Valuable or tiny articles are to be turned into the office. We encourage students to be responsible for

their own personal items. Lost items not claimed will be donated to local charities.

MEDICATION

In an emergency, school personnel may give children acetaminophen or ibuprofen with parent permission over the phone. A written Medication Administration Release form completed by a physician is required for all other medication. This form is available in the office. Prescription medication provided for students should arrive in its original packaging with all necessary labels and directions.

PETS

Pets may not be brought inside the school building during school hours. We serve students who may have allergies to pet dander.

MONEY AND VALUABLES

Money and valuable items should be kept at home. Student desks are not secure places for keeping valuables. Teachers cannot be responsible for lost or stolen valuables.

PARENT TEACHER CONFERENCES

Our Parent Teacher conferences will be held during the 1st and 2nd trimesters, usually during the first weeks of October and February. The purpose of these meetings is to set goals and focus on the progress that your child has made.

PARKING LOT

To be safe in the parking lot, we have these seven safety procedures. A diagram of our parking plan may be found at the end of this document:

1. Please make sure students only enter and exit vehicles in the right lane and from the *passenger side* of the vehicle only.
2. The left lane of the parking lot is for drive-thru only. *Never load or unload children in the left lane.*
3. Load and unload children only in the marked load/unload zone. Please do not attempt to load or drop off children using the new shortcut sidewalk. Caution tape marks this area, intended only for pedestrians entering and exiting the school.
4. Please *pull forward* to orange cones as space becomes available in front of you.

5. No parking/leaving vehicles unattended in loading/unloading zone during pick-up and drop-off times.
6. The south lot contains a bus zone. Please do not load and unload within the bus zone.
7. If you choose to pick up students away from the load/unload zone, *we ask that you walk them to and from your vehicle, using the designated crosswalks.*
8. The road adjacent to the kindergarten playground is only for pickup-dropoff of preschool children

PTA

The PTA adds strength to our school by donating many hours to provide needed programs during the year. We encourage membership in the PTA by all parents. There are so many ways you can be involved through volunteering with big or little jobs. We can find something that you feel comfortable doing! Studies have shown that children who see their parents involved at school take school more seriously and perform better.

PHONE USE

School phones are for school business and emergencies. Please make arrangements with your child about daycare, homework, music lessons, and other after school activities *before school begins*. Avoid calling your child during the school day unless it is an emergency. We also will try to avoid interrupting class instruction as much as possible.

Students will be allowed to call due to illness, lunch charges, etc. They will not be allowed to call for permission to go home with a friend or other activities.



PROPERTY DAMAGE

The school does not have funds to replace books and equipment that have been damaged or lost by students. Students are responsible for this school property. The school will pursue reasonable methods to recover the cost of vandalism and loss of school property.

RECESS

All students are expected to be outside during their recess breaks. In extreme weather conditions (low chill factor, rain, or snow) or as a result of health

problems, children will be allowed to remain in the classroom. If you wish your child not to attend recess for health reasons, please notify your child's teacher in writing.

If your request is for an extended period of time (over a week), please send a note from a doctor or contact the school nurse. While children may often be allowed to remain in the classroom during bad weather conditions, about the only time all students are required to be in the room is during heavy rain or when temperature drop below 20 degrees.

RECESS RULES

- Have Fun!!!
- Look out for others.
- Show kindness to others--NO BULLYING
- Motivate and get others involved.
- Be an example to others.
- RESPECT duty guards, students, and equipment.

RESPECT

- When appropriate, say "please," "thank you," "you're welcome," and "excuse me."
- Use appropriate titles to address all adults (Ms., Miss, Mrs., and Mr.)
- Smile and say hello or goodbye when entering or leaving your classroom. Remember nice things to do and say.
- Trash words and name-calling are not acceptable (teachers may specify which words are trash words).

Look at, listen to, and respond to all adults.

SAFETY TO AND FROM SCHOOL

Please review with your child(ren) the importance of being safe on their way to and from school. Students should know which route you want them to take to school.

There are crossing guards on the corner of Pony Express Parkway. Cross the street only under the direction of the crossing guards. Students should obey the guards' instructions and traffic laws at all times. Students should never run in front of cars or busses. They should not talk to strangers. Reviewing these rules every few weeks will make this school year much safer.

SEXUAL HARASSMENT

Alpine School District is committed to the maintenance of a learning environment that is free from any form of sexual harassment, an environment where students may attend school free of unwanted conduct or communication of a sexual nature, one which is in

compliance with the state and Federal laws dealing with this form of discrimination. This includes all students and all personnel. Concerns about these issues should be reported to administration.

SPECIAL ACCOMMODATIONS

If you or your child has disabilities that require special accommodations, please contact the school administration.

STUDENT CHECK OUT

For safety and legal concerns, parents MUST come into the school to pick up their children if they need to check them out during school hours. Students will be turned over to their parents or guardians after parents or guardians have signed the check out log. Parents should not call to ask that their child meet them outside. Please plan ahead to allow time to check your children out of school. Your understanding of and cooperation with this policy is appreciated.

STUDENT INSURANCE

The school does not supply accident insurance for students while they are at school. The Board of Education encourages each elementary student to purchase school insurance unless they are covered by their parent’s insurance plan. If you have insurance questions please call 1-800-328-2739.

STUDENT SUPPLIES

All necessary supplies (pencils, paper, crayons, etc.) will be furnished by the school. We encourage children to have a book bag or a backpack to carry materials to and from school.

SCC - HIDDEN HOLLOW SCHOOL COMMUNITY COUNCIL

This committee is made up of parents and educators who work on school academic improvement goals. Elections / appointments are conducted in the fall. Parents are invited to be part of this process.

TOYS AT SCHOOL

Please do not allow children to bring toys of any kind to school, as they pose a distraction. Many times toys will be lost or broken by other students. We cannot be held responsible for this loss.

VISION AND HEARING SCREENING

Vision screening will be done for all students in September. Students will also be screened for hearing and speech problems. Parents will be notified of any concerns.

WITHDRAWAL/TRANSFER OF STUDENTS

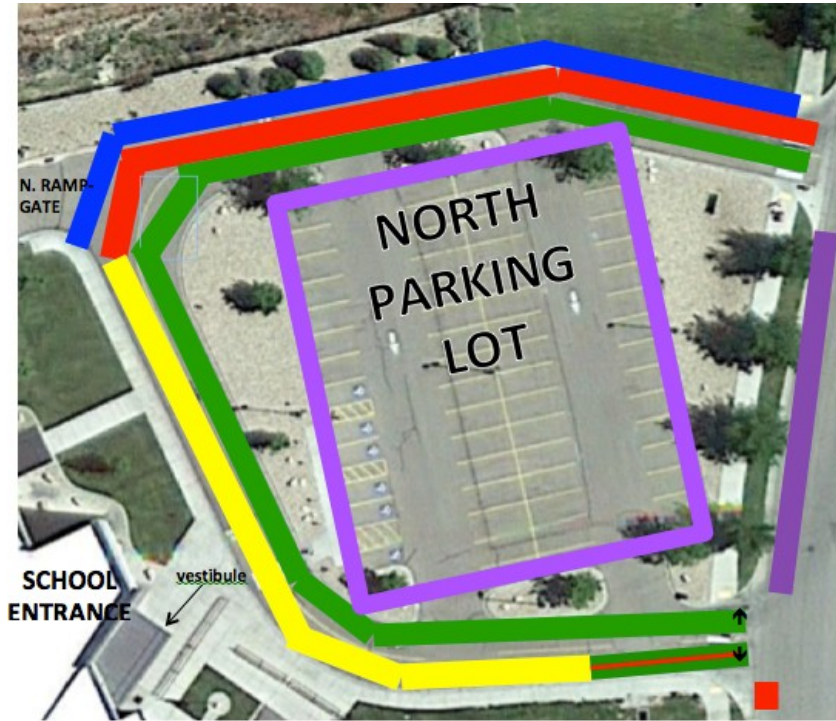
If you are moving and need to withdraw your child(ren) from school, please come to the office before 1:00 pm (as the lunchroom staff leaves at 1:30).

The secretary will fill out the transfer form and have you check- out with teachers, the library, and the lunchroom. Please note that your new school requires a transfer form when registering midyear.

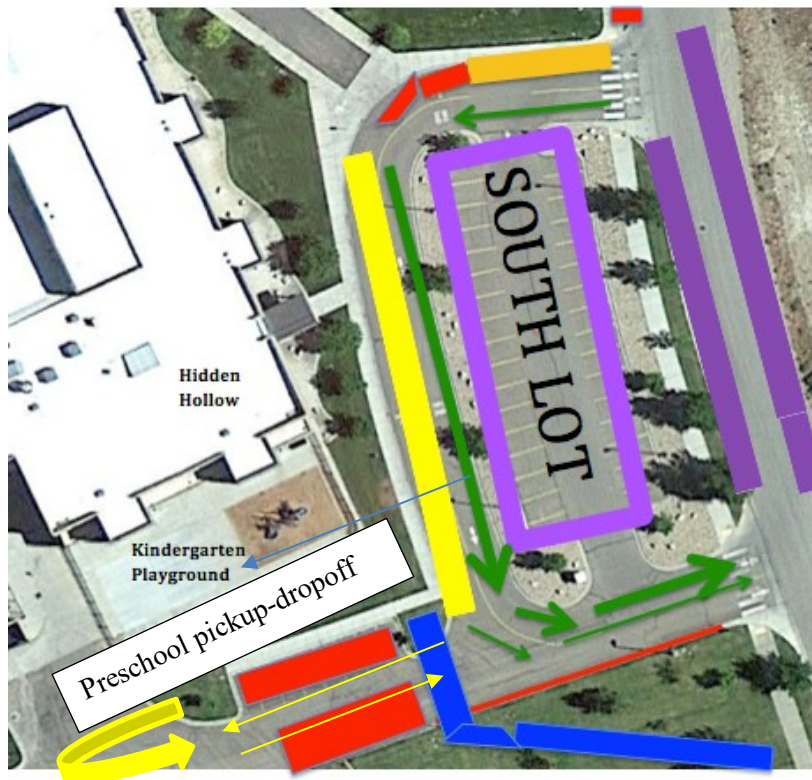
At a Glance Calendar 2020-2021

Back to School Night	Monday, August 17, 4-6 pm
First Day of School	Tuesday, August 18
Pre School/Kindergarten Assessment	August 18 - 21
First Day of School (Kinder/Pre)	August 25
Labor Day (No School)	Monday, September 7
School Picture Day	Tuesday, September 8
Parent Teacher Conferences	Wed & Thurs, October 7 & 8
Minimal Day	Wednesday, October 14.
Fall Break	October 15-16
Professional Development (No School)	Monday, October 21
Halloween Parade	Friday, October 31
Veteran’s Day	Wednesday, November 11
Teacher Comp Day (No School)	Wednesday, November 25
Thanksgiving Break	Thurs & Fri, November 26, 27
Minimal Day	Friday, December 18
Christmas Break	December 21 – Jan. 1
School resumes	Monday, January 4, 2021
Martin Luther King Jr. Day (No School)	Monday, January 18
Parent Teacher Conferences	Wed & Thurs., February 3 & 4
President’s Day (No School)	Monday, February 15
Minimal Day	Friday, March 5
Professional Development (No School)	Monday March 15
Snow Make-up Day	Monday, April 6
Teacher Comp Day (No School)	Tuesday, April 7
Spring Vacation (No School)	April 5-9
Last day of school (minimal day)	Thursday, May 27

HIDDEN HOLLOW PARKING DIAGRAMS – NORTH & SOUTH LOT



- New sidewalk
- Not for load/unload
- Load/Unload Zone
- Drive thru
- If you load/unload here, please walk your students to/from the front of the school.



- Bus Zone
- Not for load/unload
- Load/Unload Zone
- Drive thru
- If you load/unload here, please walk your students to/from the front of the school.
- New sidewalk

2020-21 Hidden Hollow School Access Route Plan

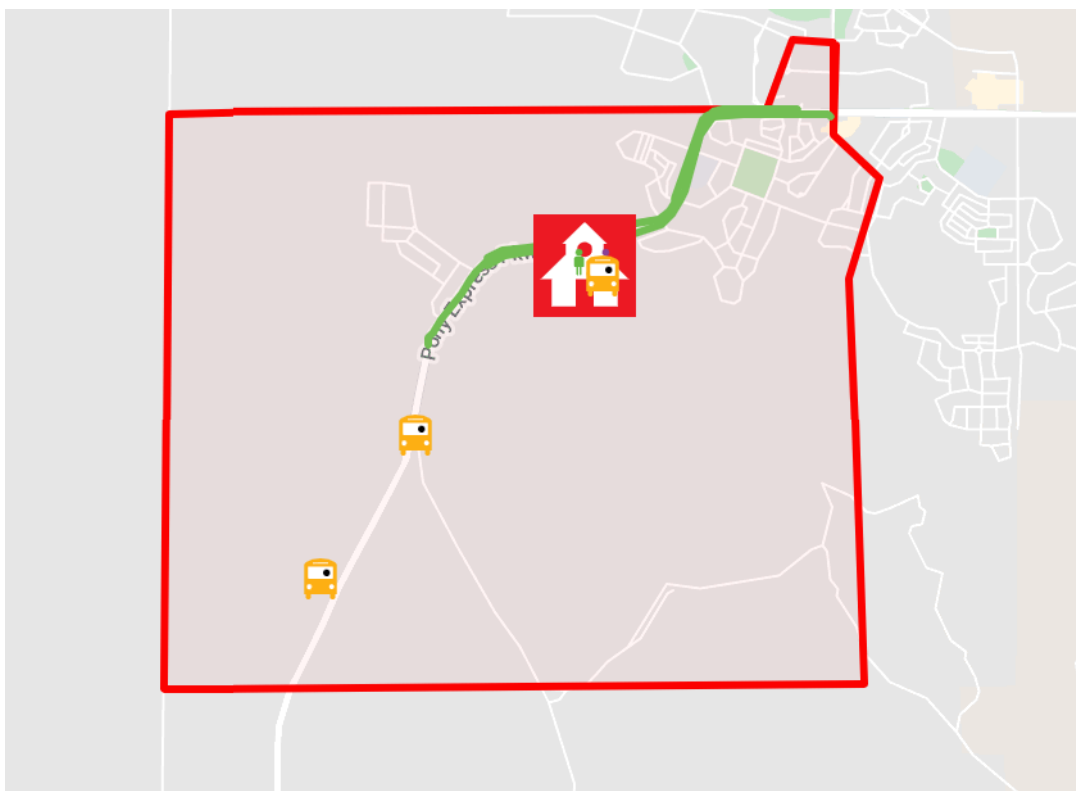
In accordance with state standards, we have identified school access routes for students who live within the walk boundary established for the school. A map showing the identified routes can be viewed by following this link: <https://www.saferoutesutahmap.com/>

The intent of a School Access Plan is NOT to identify every school access route or to identify the more convenient school access routes; it is to identify main walk/bike routes that students can use to get to school. Care has been taken to consult with local law enforcement, school PTSA and School Community Council representatives, and the District's traffic safety committee in establishing school access routes. Despite broad consultation and agreement from all participating parties, no one, including the Alpine School District, can guarantee that the agreed upon access routes are or will ever be completely free from hazards.

Parents are encouraged to review and then walk the access routes with their child/children, to address specific concerns they may have, and to instruct their child/children to obey the laws and rules pertaining to pedestrian safety. If a parent feels their child/children should use an access route that IS NOT identified in this plan, it is their prerogative to instruct their child/children differently.

As previously stated, the intent of a School Access Route Plan is NOT to identify every school access route or to identify the more convenient school access routes. For this plan, school access routes have been identified and are described below.

<https://www.saferoutesutahmap.com/map/school-maps/hidden-hollow-684>



RETURN TO LEARN from Alpine School District

“Guidelines for Parents

- Monitor your child each morning and do not send them to school if they exhibit any of the following (if a student exhibits any of these symptoms at school, parents will be notified and the student will be sent home):
 - Fever greater than 100.4 degrees
 - Cough, shortness of breath, or difficulty breathing
 - Chills or muscle aches
 - Sore throat
 - Can't smell/loss of sense of taste
 - If exposed to someone who has tested positive for COVID-19 in the last two weeks
- Obtain a doctor's note and send it to school if your child shows symptoms for another reason (allergies, etc.) This is required to allow a student to remain at school.
- Reinforce the expectation for frequent hand washing, mask wearing, and social distancing.
- Monitor your child's use of technology in the home.

Operational Guidelines

- **Building/classroom cleaning** - Daily cleaning and sanitizing will occur at each Alpine facility by the custodial staff following district health and safety guidelines. Physical Facilities team members will provide continued guidance and support for schools. Hand sanitizer spray bottles have been procured for every classroom and department. Posters showing symptoms prohibiting entrance will be displayed on the doors of all district facilities (included below).
- **Transition times and areas** - Schools will identify high traffic areas and utilize signage and/or floor markings to minimize congestion. They will also establish protocols for any visitors and non-regular staff including at a minimum temperature checking and the wearing of masks or face coverings.
- **Transportation** - Bus drivers will wear masks or face coverings when students are present. Drivers will sanitize their buses multiple times each day.
- **Nutrition Services** - Breakfast and lunch will be provided each school day in a “grab and go” format. Eating areas throughout the school will be designated (classrooms will not be required eating areas).
- **Faculty meetings** - School principals and department leaders should review and consider modifying staff gatherings, utilizing smaller group meetings, online meetings, or other means of communicating with team members.

Special needs - School staff should provide reasonable accommodations to meet individual student learning needs, while considering the health and safety needs of others. Adjustments to appropriately meet the needs of students with disabilities will be made in all parts of this plan.”

HIDDEN HOLLOW'S PANDEMIC PRECAUTIONS

Hidden Hollow Families and Faculty:

We want to welcome you back to Hidden Hollow Elementary School for the 2020-21 school year. We are excited to begin a new school year and to have our students with us for face-to-face or as part of our Hidden Hollow on-line instruction. With either of these settings, your children are our students and we are grateful for your trust, support and involvement as we serve together as partners in their education.

As you know because of the concerns with the Covid virus, some things will be done differently this year in public schools across the country. But what will not change at Hidden Hollow Elementary School are the following:

- 1) We will work each and every day to provide a **safe, learning environment** for all who walk through the doors of our school.
- 2) We will help **each child to learn, progress and prepare for citizenship** in our great country. This year the academic emphasis will be on **reading proficiency**.

This was determined by teachers, administrators and parent representatives on our School Community Council last Spring. Students who can read, have a better chance at success in all school subjects.

Some things that will be different:

- 1) All children who attend our school **will be required to wear masks or face shields**. Masks must conform to dress standards, like any other clothes. The handbook that covers these areas is also on our web page.

Exceptions to wearing masks are: while eating a meal, during physical activities at P.E., recess or for medical reasons cleared with a doctor's note.

- 2) We will practice **social distancing** at our school this year. In classrooms, students will be spaced further apart. In hallways, this will also be monitored and enforced. The same will also be true while they eat meals.
- 3) If at any time you feel that your child has the **symptoms** that are included in information that the Alpine School District has sent to you and posted on their web site or you can learn from your family physician, that include:

Fever, cough-not related to allergies, shortness of breath, difficulty breathing. chills, muscle aches, sore throat, can't smell, no taste.....

You should keep your child at **home for at least 48 hours**. If we call you to pick up your child for any of these symptoms, you should plan to keep them at home for at least 48 hours.

4) If a member of your family **catches the Covid virus**, your child should be **quarantined for 14 days**. If Covid is brought into our school, we will work with our school nurse and the Utah County Health Department about what steps to take and will then communicate information as needed.

Note: Please ensure that your contact information remains current at all times, with second, third and even fourth options for our office staff to use should we need to contact you.

5) Teachers, aides, custodial staff and others will work **each day to clean** desks, tables, **all areas** of the building that are accessible to children, employees and visitors. They are being trained, with monitoring and updates provided regularly.

6) Students and staff will **sanitize hands** throughout the day, ie, before lunch, after recess/p.e., etc.

7) Few items will be sent home since upon return they would have to be sanitized or quarantined. As such we ask parents to:

a) Send students with **lunch bags of food instead of lunch boxes** if they do not purchase school lunches. Why? Lunchboxes could become contaminated and bring germs into the building. Bags will be disposed of.

b) Meals for breakfast and lunch will be **"Grab & Go"**. It will be a sack with items like a sandwich, fruit, milk and a snack.

c) Only **one book** will be checked out of the library per student. When these books, or others like Guided Reading materials for parents are returned they must be quarantined.

8) **Playground equipment**, ie, slides and swings, does **not** have to be sanitized in the same way as what we will do inside the building. Classroom **balls** will be taken care of by classroom **teachers** and **p.e. class equipment** will be cleaned daily by the **p.e. teacher**. Again, students will **sanitize their hands** after usage.

9) **Attendance** will be taken **daily** for all students. If your child can not attend school or on-line on any given day, **please excuse** your child just as you normally do. However, **attendance is encouraged** every day for all students who are healthy. This **optimizes learning**.

10) Each student should come the **first day with his/her mask on**. **We will also provide each student with a lanyard and another mask** so he/she can keep the mask on it and not lose it. The **lanyard will stay at school**. As you provide one mask and we do the same, this will help parents with respect to when they clean one mask, and while the child is wearing the other one.

11) Students will be provided with a **bottle of water** on the first day of school. Each day they will take the **bottle home to be cleaned** that night and then bring it back with them the next day. Water fountains will not be used at school this year. Water dispensers on each floor and sinks in classrooms will be used to refill water bottles. This will prevent the spread of germs from water fountains.

12) We ask that **parents provide children with ear-buds** that will connect to computers instead of the headphones used by different students throughout the day. We have the headphones, but cleaning sets every time students use them is not practical.

13) We strongly encourage that **pencils, pens, erasers and pencil sharpeners** be provided by parents and **left at school** and a set of these things also be kept at home. This will maximize efficiency and minimize spread of germs as well. We suggest that you provide a pencil box or plastic holder for each child so that these things can be kept in it, and housed inside his/her desk, so that only he or she uses these items at school. If you are not able to do this, please let your child's teacher know so that we can assist with these items.

14) A survey will be conducted as we start the year so that we can gather information in order that we can increase awareness and better ensure we know how to serve your child. Teachers and parents are encouraged to communicate by email as needed.

15) Grade level recesses will be staggered by grades to control numbers together. These recesses will last for 10 minutes and be supervised by personnel. Masks are not required by the Utah County Health Department during physical activities.

Note: Our school nurse will be training the faculty and staff before the school year starts regarding other specifics related to health and safety measures. She will consult with school administration regularly as issues occur.

16) More information will be coming from the school about on-line learning at Hidden Hollow ES. Our district curriculum department is completing work on this during the next two weeks and will send it to us to disseminate with parents, much like we did last March thru May.

17) Open House: It will be conducted on-line by each team this year. It will be on August 17th. Here is the schedule for each grade:

- 1st grade-9:45-10:15
- 2nd grade-10:30-11:00
- 3rd grade-11:30-12:00
- 4th grade-12:15-12:45
- 5th grade-1:00-1:30
- 6th grade-1:45-2:15

A link will be sent prior to the on-line Open Houses.

Pre-K and Kindergarten teachers will communicate information as they arrange assessments and will be in contact with you.

18) We know that change is challenging and brings concerns. This sometimes results in stress for some of our students. Parents may want to contact our school counselor, Mrs. Erin Brown at 801-610-8721 to schedule appointments for students, as needed.

Together we have a common goal for your children, our students:

Keep them SAFE. We know that everybody wants this. Sometimes we need different options to ensure this. Alpine School District has provided families with different ones.

Something to consider:

As we often consider our rights and what we want to do or not want to do, particularly in this peculiar era where it can feel like we are being constrained at times, each of us needs to keep in mind what we really want which is:

ALL of US want to work together to be SAFE. If we keep this at the forefront of all we do, we will increase the likelihood that all of us will stay healthy. That is a GOOD thing.

Let's make 2020-21 a great year for our students, our community and each other. Go Hornets!

SUCCESS! Nothing less.....

Thank you,

Hidden Hollow Elementary School Administration