

WELCOME TO LEHI ELEMENTARY!

765 N. Center Street Lehi, Utah 84043
Telephone: 801-610-8712 Fax: 801-768-7022

Principal: Jane Friel



Lehi Elementary is a great place to attend school!
We love our students and provide an excellent education for all.
Our outstanding teachers and staff are dedicated to teaching
and supporting our students and their families.

OUR MISSION IS TO MAKE A DIFFERENCE IN THE LIFE CHANCES OF ALL STUDENTS.

Our goals are:

- To ensure all students can participate in the entire education program.
- To promote a caring and effective connection between teacher and students.
- To prepare our students for responsible participation in our country's government.
- To foster individual ownership of the education program among all members of the educational family.



Home of the Lions

SCHOOL SCHEDULE

School begins at 9:05 with the welcoming bell at 9:00. Students may arrive for breakfast at 8:45.

Monday – Friday: 9:00 First Bell 9:05 School Begins

Tuesday – Friday 3:30 Students Dismissed (Students dismissed 2:30 on Mondays.)

AM Kindergarten: 9:05-11:58 Tuesday – Friday (AM Kindergarten dismissed 11:30 on Mondays.)

P.M. Kindergarten: 12:38-3:30 Tuesday – Friday (PM Kindergarten dismissed 2:30 on Mondays.)

THANK YOU FOR PICKING UP YOUR STUDENTS PROMPTLY



BUSES

Students are expected to demonstrate good manners and appropriate behavior while riding on school buses. Although the school is not directly involved in the transportation of students, we are concerned that students arrive at school and return home in safety. Should there be a persistent problem, please contact the principal. If there is a problem with busing, you should contact the **transportation office at 801-610-8850**.

VISITORS AND VOLUNTEERS

You are welcome to visit Lehi Elementary at any time! We encourage you to become involved at our school! Please check into the main office to receive a visitor's pass.

LEHI SCHOOL COMMUNITY COUNCIL

The Lehi Elementary Community Council is a group of people from the school community, faculty representatives, and the principal. Its responsibility is to advise and make recommendations regarding the school and its programs. The Council assists in developing a school improvement plan, School Land Trust Plan, and student safe routing plan. Notices of meetings are provided in the annual calendar and in the newsletter. Agendas are posted on the front entryway. The public is always invited to these meetings. We value your input!

PARENT TEACHER ASSOCIATION

The Parent Teacher Association is a group of people consisting of both parents and teachers who meet together to discuss issues and plan events that involve our children. Parent involvement is critical to our success. The more parents that become involved the easier it is to make our school a better place for our children. When we join the PTA, it sends a message to our children that their education is important to us. The PTA contributes significantly to the educational quality at Lehi Elementary. Patrons and teachers are encouraged to join, support, and participate in the PTA. Please contact the school or our PTA president, Mrs. Sharra Call.



NOTES HOME

Communication between the school and home is essential. General school notes will be sent home with the family representative (the youngest member of the family attending Lehi Elementary). These notes will be printed on bright yellow paper. Please stress the importance of bringing these notes home. You will receive a monthly newsletter as well as other communication.

STUDENT DISCIPLINE AND CONDUCT

We care deeply about each student at Lehi Elementary. It is our goal to encourage each child's growth of character. We expect appropriate behavior and support natural consequences for inappropriate behavior. A safe, orderly climate creates a friendly, effective school.

- 1) Students have a right to learn. Any behavior that infringes upon that right will not be tolerated.
- 2) Students are expected to follow the school-wide discipline plan.
- 3) Each student is responsible for his/her own actions and must accept the consequences of those actions.
- 4) Students are expected to comply with teacher directives and requests.
- 5) Students are expected to treat all other students and school property with respect and care. School property that is damaged or destroyed will be replaced or repaired at the expense of the person(s) responsible.
- 6) All students sign an agreement to follow the school-wide discipline plan of Lehi Elementary. If they do not follow the rules, they are issued a pink slip warning. Subsequent offences require visiting with the principal. Reward activities are held throughout the year for those students who follow the rules. ROAR slips are given to students going the extra mile in doing good deeds and/or helping others.

EMERGENCY FORM

Each family should return an Emergency and Health Information Sheet to the school yearly. This sheet provides essential information that is invaluable in the event of an injury, illness, or accident. We will contact either a parent or a person named on the information sheet if a serious accident or illness occurs. In the event of an extreme emergency, appropriate medical assistance will be sought.



STUDENT PROGRESS REPORTS

Teachers report student progress at parent conferences. Grades will be sent at the end of each trimester. You can contact the teacher for progress updates whenever you wish. Additionally, you can access Skyward via the Internet. Each student will be issued an I.D. number and password in order to access information.



UTAH DEPARTMENT OF HEALTH NOTICE

Utah State Department of Health regulations prohibit the serving of homemade treats to children at school. The regulation states: "Food shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited."

If treats are brought to school for activities such as birthday recognitions, class parties, special rewards, etc. they should be commercially prepared items, preferably individually wrapped in cellophane, paper, a box, etc. We appreciate you following these guidelines so that we will be in compliance with Utah State Department of Health regulations.

LOST AND FOUND

The school cannot be responsible for the personal property of all students. To facilitate the return of lost clothing and other articles, please label your child's possessions with his/her name. Lost articles are placed in the lost and found. Several times a year, unclaimed articles are donated to a local charity.

SAFE SCHOOLS

It is the policy of Alpine School District to maintain school environments that are conducive to learning. It is the District's intent to maintain a **safe and positive atmosphere** by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, or gang activity on school property. The Alpine School District Safe Schools Policy prohibits disruptive acts; dangerous weapons; hazing/harassment; abetting; gangs, hate groups; and other prohibited acts as defined and described in the Safe Schools policy rules and regulations.

Alpine School District is committed to the maintenance of a learning environment which 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 State and Federal laws dealing with this form of discrimination. At Lehi Elementary, we are supportive of this policy.

IMMUNIZATIONS

Utah State law requires all children enrolled in public school to complete immunizations and have a copy on file before admission to school. The office must have evidence of at least the following before your child begins school:

5 DTP/DTPa/DT - 4 doses if 4th dose was given on/after 4th birthday
4 Polio - 3 doses if 3rd dose was given on/after 4th birthday
2 MMR 3 Hepatitis B 2 Hepatitis A 1 Varicella (chickenpox)

MEDICATION

Some students may need medication during school hours. These procedures should be followed:

1. An Authorization for Medication Form must be filled out by the physician and signed by the parent. This form is available in the school office.
2. Medications should be brought to the office in the original container by a parent with the Authorization for Medication Form. Parents and school officials must initial receipt of medication on a form in the office.
3. Parents should make the school aware of any medical problem a child might have. School employees may not administer medicine to any student unless the school has the appropriate form signed by the doctor.
4. With the exception of an inhaler (which a child may keep in their desk or backpack), children should not bring any medication to the school.



ALPINE FOUNDATION

The Alpine Foundation is an excellent way for patrons to make donations to our school. Donors may designate their contributions to a specific teacher's classroom, to the school, or to a specific program. All donations are promptly receipted and are tax deductible. Please make checks payable to the Alpine School District Foundation, 575 North 100 East, American Fork, Utah. 84003. (Forms are available in the office.)

ATTENDANCE

Regular on-time attendance is a critical factor in achieving academic success. Students who are frequently absent or tardy often miss valuable classroom instruction. Parents will be called by Parent Link when a student is absent who has not been excused. Students with excessive absences or tardies may be referred to the Alpine District for enforcement. Obviously, students who are ill should not attend school.

Late students should check in with the office before going to class.

DRESS CODE

Acceptable dress and grooming standards are largely determined by community standards. District policy requires all students conform to standards that avoid extremes and that exemplify personal cleanliness (Policy No. 5152). Short shorts, short skirts, halter tops, bare midriffs, cutoffs, tank tops and bike shorts are not acceptable. Clothing which contains slogans or insignia which are contrary to the educational purposes of the district should not be worn. This includes but is not limited to vulgar words, profane or obscene slogans, and pictures or advertisements for alcohol, tobacco and drugs. No gang related attire may be worn.

"Grubby" clothing as well as clothing containing vulgarities, profanities, obscenities, endorsements Hair should be clean and well groomed. Hair styles distracting in appearance or needing constant attention are not acceptable. Hair color should be within the spectrum of natural colors, i.e. not pink, green etc. All students are required to wear appropriate footwear to school. **Adherence to the dress and grooming standards is the responsibility of the student and his/her parents or guardian.**



RECESS



Recess is provided as an opportunity for physical activity, social interaction, and as a diversion from other schoolwork. Children should wear clothing appropriate for the weather. **Students who request to stay inside for health reasons must have a DAILY note from a parent.** In most cases students who are too ill to be outdoors should be home recovering. Occasionally severe weather will necessitate that all students remain inside.

RESTRICTED ITEMS AT SCHOOL

Toys and electronic devices interfere with the educational process and often lead to student distraction. Students should not bring toys or electronic devices to school. The school will not be responsible if such items brought to school are damaged, lost, or stolen. In addition, students are discouraged from bringing money to school except when there is a specific purpose. Student desks are not secure and teachers cannot be responsible for student money or valuables.

BIKES, SCOOTERS, BOARDS, BLADES, ROLLER SHOES

Realizing the safety issues involved with allowing students to ride bikes, scooters, skateboards, or roller blades to school, we hope parents will think carefully about this decision and have students observe the following guidelines:

1. Use the sidewalks when possible or ride in the bike lanes on the street.
2. Walk bicycles, scooters, and skateboards on the sidewalk adjacent to the school and on school grounds.
3. Park and lock bikes and scooters in the bike racks on the back playground, as we cannot be responsible for thefts.
4. Roller blades should be removed before going in the building and stored in a backpack.
5. Appropriate safety gear is encouraged.



CHECKING CHILDREN OUT OF SCHOOL

If a child is to be taken from school during school hours, District policy requires that the parent or a responsible person named on the Emergency and Health Information Sheet, sign the child out in the office. The school must have proper documentation on file if any individuals are legally restricted from contacting a particular student at school. When checking out a student:

- Come to the office and sign the checkout log.
- Give the secretary the name of your child and their teacher.
- The secretary will call the classroom and have the child sent to the office.

PHONE CALLS

Parents are requested to not call their child at school or leave messages unless it is absolutely necessary. Calls to teachers are generally forwarded to voicemail during the school day so as not to interfere with instruction. If you need to visit with your child's teacher, please call before or after school. All teachers also have an e-mail account. Students should not bring cell phones to school. If they must, please sign the appropriate permission form in the office.



HOMEWORK

Homework varies according to individual teachers and the subject matter. Generally, students are provided time to complete many tasks in class; however, as homework is a natural part of school which helps students develop good study habits, students can expect periodic homework assignments. Teachers endeavor to send home constructive assignments with specific purposes in mind. If your child has trouble with the amount or difficulty of assignments, please contact the teacher.

All students should read or be read to at home daily for homework for at least 20 minutes. Older students should read 30 minutes.



SCHOOL BREAKFAST/LUNCH

Breakfast	\$.85	\$.30 (reduced)	
Lunch	\$1.50	\$.40 (reduced)	\$2.50 adult
	Milk	\$.30	



Students or parents are encouraged to pre-pay for meals before school begins each day. All students are assigned a student account that is used to pay for meals. Any number of meals may be purchased in advance. You can take advantage of Alpine School District's Automatic Payment Plan by logging onto www.mealpayplus.com. This website can be used to monitor student account balances, free of charge. Payments made through mealpayplus.com charge a service fee. Breakfast will be served from 8:45 to 9:00. Please do not bring students to school before 8:45.

