

## 2014-2015 CALENDAR

Back to School Night .....	Monday, August 18 <sup>th</sup>
First Day of School.....	Tuesday, August 19 <sup>th</sup>
First Day of Kindergarten.....	Tuesday, August 26 <sup>th</sup>
*Labor Day - No School.....	Monday, September 1 <sup>st</sup>
Speech/Hearing Screening.....	Tuesday, September 2 <sup>nd</sup>
School Picture Day.....	Monday, September 8 <sup>th</sup>
Kindergarten Dads & Donuts.....	Wednesday, October 8 <sup>th</sup>
Parent Conferences.....	Wed. & Thurs. October 8 <sup>th</sup> & 9 <sup>th</sup>
Picture Make-up Day.....	Friday, October 10 <sup>th</sup>
*Fall Break - No School.....	Thurs, Fri., October 16 <sup>th</sup> -17 <sup>th</sup>
*Teacher Professional Development - No School.....	Mon, October 20 <sup>th</sup>
Halloween Parade.....	Friday, October 31 <sup>st</sup>
1st Grade Dads & Donuts.....	Wednesday, November 12 <sup>th</sup>
1st Trimester Ends.....	Friday, November 14 <sup>th</sup>
*Thanksgiving Vacation.....	Wed. - Fri., November. 26 <sup>th</sup> -28 <sup>th</sup>
2nd Grade Dads & Donuts.....	Wednesday, December 17 <sup>th</sup>
School Christmas Sing.....	Friday, December 19 <sup>th</sup>
*Christmas Vacation.....	Monday, Dec. 22 <sup>nd</sup> – Friday, January 2 <sup>nd</sup>
First Day Back.....	Monday, January 5 <sup>th</sup>
3rd Grade Dads & Donuts.....	Wednesday, January 14 <sup>th</sup>
*Martin Luther King Day - No School.....	Monday, January 19 <sup>th</sup>
Kindergarten Registration for Fall.....	Week of February 2 <sup>nd</sup>
Parent Conferences.....	Wed., & Thurs., February 4 <sup>th</sup> -5 <sup>th</sup>
*Presidents Day - No School.....	Monday, February 16 <sup>th</sup>
4th Grade Dads & Donuts.....	Wednesday, February 18 <sup>th</sup>
2nd Trimester Ends.....	Friday, February 27 <sup>th</sup>
*Teacher Prof. Dev. Day-No School.....	Monday, March 9 <sup>th</sup>
5th Grade Dads & Donuts.....	Wednesday, March 18 <sup>th</sup>
*Snow Make-up Day.....	Monday, April 6 <sup>th</sup>
*Spring Vacation - No School.....	Tuesday - Friday, April 7 <sup>th</sup> -10 <sup>th</sup>
Spring Student Pictures.....	Tuesday, April 14 <sup>th</sup>
6th Grade Dads & Donuts.....	Wednesday, April 15 <sup>th</sup>
*Memorial Day – No School.....	Monday, May 25 <sup>th</sup>
6 <sup>th</sup> Grade Activity Day & Awards Night.....	Thursday, May 26 <sup>th</sup>
Field Day.....	Wednesday, May 27 <sup>th</sup>
Dance Festival.....	Thursday, May 28 <sup>th</sup>
Last Day of School.....	Friday, May 29 <sup>th</sup>

\*Indicates No School Days



**Lehi Elementary**

## PARENT/STUDENT HANDBOOK 2014-2015



## Home of the Lions

**765 N. Center Street, Lehi UT. 84043**

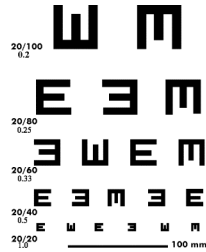
**Telephone: 801-610-8712 Fax: 801-768-7022**

**Principal: Joel V. Miller**

**Secretary: Jackie Thomas Office Aide: Deanne Hobbs**

## VISION SCREENING

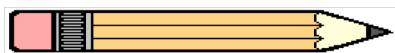
Vision screening for all children will be conducted in September for students in grades K, 1, 3, 5. You will be notified shortly thereafter if we discover that your child may have a vision problem that will need attention.



## 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.



The **MISSION** of Lehi Elementary is Learning at high levels for all students.

The **VISION** of Lehi Elementary is Effective Collaboration.

The **VALUES** at Lehi Elementary are L.I.O.N.S.  
**L** = learning for ALL is our Primary Aim  
**I** = Individual Students are our Main Focus  
**O** = One Entity, We are United in Purpose  
**N** = Non-negotiables in the Core Curriculum  
**S** = Stay the Course in Implementing Best Practices

## DAILY SCHEDULE

9:00 Welcoming Bell  
9:05 School Begins

10:15 K AM Recess

11:50 K AM Ends *(11:28 on Mondays)*

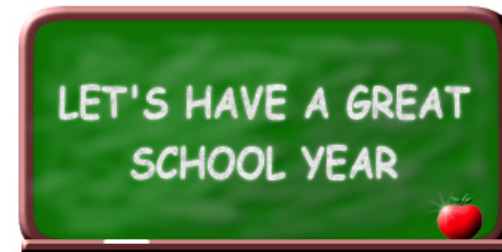
12:35 K PM Begins *(12:35 on Mondays)*

2:00 K PM Recess

3:30 School Ends *(2:30 on Mondays)*

*Students may arrive for breakfast at 8:45*

**THANK YOU FOR PICKING UP YOUR STUDENTS PROMPTLY**



## TABLE OF CONTENTS

The following topics are covered in this handbook. They appear in alphabetical order on the following pages.

### Alpine Foundation

Alpine School District Elementary Attendance Information,	pg. 3
Arrival and Departure Times,	pg. 3-4
Accidents and Illnesses,	pg. 5
Addressing Concerns at School,	pg. 5
Bikes, Scooters, Boards, Blades, and Roller Shoes,	pg. 6
Book Orders,	pg. 6
Check Out of Students,	pg. 7
Closed Campus,	pg. 7
Classroom Visits,	pg. 7
Disclosure Document,	pg. 8-9
Donations,	pg. 10
Dress code,	pg. 10-11
Drug Policy,	pg. 11
Emergencies,	pg. 11
Emergency Form,	pg. 11
Homework,	pg. 12
Immunizations,	pg. 12
Lehi School Community Council,	pg. 12
Lehi PTA,	pg. 13
Lost and Found,	pg. 13
Notes Home,	pg. 13
Parent Teacher Conferences,	pg. 14
Phone Calls and Cell Phones,	pg. 14
Pink Slip Program at Lehi Elementary,	pg. 15
Recess,	pg. 16
Recess Guidance for School,	pg. 16
Student Medication,	pg. 17
Students with Special Health Needs,	pg. 17
School Breakfast and Lunch Program,	pg. 18
Safety,	pg. 19
Safety on the Bus,	pg. 20
Safety Tips for Bus Students/Tips for Parents,	pg. 21
School Pictures,	pg. 22
Skyward,	pg. 22
Student Insurance,	pg. 22
Student Drop Off and Pick Up Zones,	pg. 23
Toys and Pets at School,	pg. 23
Transfer of Students,	pg. 23
Vision Screening,	pg. 24
Utah Department of Health Notice,	pg. 24

## STUDENT DROP OFF & PICK UP ZONES

The safety of our students is our number one priority. For the safety of our students we ask that visiting patrons follow common sense safety regulations when dropping off and picking students up or when visiting our school.

We ask for your patience as you drop off or pick up your child from school. There are teachers on duty to help direct your students. Remember that saving a few minutes is never an excuse for putting a child in danger. Your cooperation is appreciated.



### TOYS & PETS AT SCHOOL

Please do not allow children to bring toys of any kind to school (Including radios, pocket knives, squirt guns, dolls, etc.). Such items found at school will be taken and returned only to the parent. They distract the children and do not enhance the educational process.

Please do not allow your children to bring their pets with them to school unless they are for Show & Tell. In that case, parents should come with them so that the pet may be taken home immediately thereafter.

### TRANSFER OF STUDENTS

Should it become necessary to transfer your children to another school mid-year, we ask that you alert the school one week ahead of time so that all necessary forms can be completed and waiting for you. Utah State Law requires schools to have immunization records and a withdrawal slip from the previous school before they will admit your children. We will be happy to provide such a slip when you are ready to move.



### SCHOOL PICTURES

School pictures will be taken on September 8th. More information about cost will be sent home shortly before picture day. Picture retake day will be on October 10th. Spring pictures will be offered this year on April 14<sup>th</sup>.



Family Access by Skyward, Inc. is a secure internet-based website for parents that will allow you to easily keep track of important information about your child’s attendance and grades. Family Access is provided by Alpine School District as a free service and will be available to all parents with children enrolled in the district. Shortly after school begins, primary guardians will receive a letter from our school with their user name and password to the system. Parents with students in both Elementary and Secondary schools will be able to see all of their Alpine School District student's with one user name and password. If you have any questions about Skyward, please call the school. We encourage all parents to stay current and informed about their child’s attendance and academic achievement.



**Need Student Insurance?**  
Learn more

### STUDENT INSURANCE

The Board of Education offers parents the opportunity to purchase school insurance if students are not covered by their parent’s insurance plan. Information on this insurance will be sent home, and is also available in the office.

### 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.) You may also donate online. There is a link on our website [lehi.alpineschools.org](http://lehi.alpineschools.org).



### ALPINE SCHOOL DISTRICT ELEMENTARY ATTENDANCE INFORMATION

Welcome to the start of another promising school year! In order for your child to fully benefit from the opportunities offered, please ensure that he/she attends each day, on time. From time to time, it may become necessary to miss school. This document contains information that will help you understand state and district policies and procedures related to school attendance. If you have any questions regarding this information or your particular situation, please do not hesitate to contact the principal.

**Utah Code:** The Utah State Compulsory Education Requirements (Utah Code, Section 53A-11-101.5) is the law regarding elementary school attendance. Part of that law reads as follows: (2) A person having control of a minor between 6 and 18 years of age shall send the minor to a public or regularly established private school during the school year of the district in which the minor resides. (3) It is a class B misdemeanor for a parent to intentionally or recklessly fail to prevent the school-age child from being absent without a valid excuse 5 or more times in a school year. (5) It is a class B misdemeanor for a parent of a school age minor to intentionally or recklessly fail to enroll the school age minor in school, unless the school age minor is exempt from enrollment under Section 53A-11-102 or 53A-11-102.5. (7)...the school district shall report violations of this section to the appropriate county attorney... 3

**Alpine District Policy:** The Board of Education has approved Elementary School Attendance Policy No. 5158 which defines an excused absence as an illness, family death, approved school activity, absence permitted by the student's IEP plan or any other excuse established as valid by a local school administrator. If the student has excessive unexcused absences, the school will make earnest and persistent efforts to remedy the situation by making phone calls, sending letters, holding meetings with parents and children, making referrals to the district social worker and, possibly, to local law enforcement. A letter will be sent home to parents after 5, 10, and 15 unexcused absences. If a child is excused due to illness more than 10 times the school may require a doctor's note to verify the seriousness of the illness.

**Excused Absences:** When a child is absent, the parent/guardian should call or send a note to excuse the child from school within five school days of their return to school. Parents are welcome to meet with the principal to discuss extended absences.

**Tardies:** Tardies are recorded (on Skyward) as "T" = unexcused tardy, "V" = very tardy, "L" = excused tardy. A "T" or "V" can be changed to an "L" with a parent note within five days.

**School Messenger:** Teachers take attendance every day at 9:20 a.m. School Messenger will then contact homes of students who are marked "unexcused absent."

**Checking on Attendance:** Student attendance and grades are available via the Internet on Skyward. Parents can obtain their student's access information from their school secretary or principal.



### **SAFETY TIPS FOR BUS STUDENTS**

- Arrive at your bus stop five minutes before the scheduled time in

the morning.

- Wait for the bus in a safe place, 6 giant steps away from the curb.
- Never get near the wheels of the bus, never reach or go under the bus to retrieve anything.
- Make sure the bus is stopped, then enter in an orderly manner & take your seat.
- Remain in your seat while the bus is in motion
- Skateboards, animals, breakable containers, flammable liquids and dangerous objects shall not be allowed on the bus.
- Follow all bus rules and the instructions of your bus driver.

### **SAFETY TIPS FOR PARENTS OF BUS STUDENTS**

Please have a safety plan in place with your student if they miss the bus in the morning or after school.

- In the morning they should not chase the bus, walk to school, or accept rides from people or parents they don't know.
- In the afternoon instruct them to go to the office. They must not walk home!
- Walk young children to the bus stop and have older children walk in groups.
- Teach your children that 12 feet from all sides of the bus is "The Danger Zone," to stand 6 giant steps from the bus, and never go to the rear of the bus. This will ensure that the driver can see them at all times. Have younger children practice by taking 6 giant steps.
- Wait for children on the side of the street they will be dropped off so they do not run across the street in their excitement and forget safety rules.

### **REMEMBER**

- Bus Zones are for busses only! This will help insure your child's safety as well as the other students' safety.
- Kindergarten students will not be dropped off midday without an adult present.

### **SAFETY ON THE BUS**

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.

Bus Route Maps are available at <http://bus.alpinedistrict.org>

- Students transported in a school bus shall be under the authority of and directly responsible to the driver of the bus. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.
- Students may be refused transportation for use of obscene, vulgar or foul language, loud talk, or disturbing noises.
- Students damaging a bus in any way shall forfeit the right to ride the bus until all damages are paid for and they are reinstated by the principal, director of transportation, or the superintendent.
- Throwing of any material in or out of the buss shall be sufficient reason to refuse transportation.
- Student shall keep head and arms inside the bus and remain seated while the bus is in motion.
- Major offenses or any actions which endanger safety to bus and or riders, the use or possession of tobacco, drugs, alcohol, etc., any vandalism to the bus, firearms or any other dangerous objects and any actions determined by the driver to be unsafe.



### ARRIVAL AND DEPARTURE TIMES

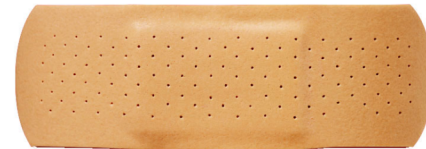
Because of supervision, students should not arrive at school earlier than 15 minutes before school begins. Students should not stay

after school dismisses longer than 15 minutes.



### ACCIDENTS AND ILLNESS

Whenever 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 school office informed of any address or telephone number changes. In extreme emergencies, if the parents or the emergency number cannot be reached, the school will assume the responsibility to contact the paramedics. For health and safety reasons, sick children will not be sent home until parents come to school and check them out.



### ADDRESSING CONCERNS AT SCHOOL

Occasionally questions or concerns may surface regarding your child's educational experience. We ask that parents follow the following procedures to answer or solve those concerns.

1. First make contact with your child's teacher in a timely manner. Listen to both sides of an issue before drawing conclusions.
2. If after visiting with the teacher the problem cannot be resolved, please feel free to contact the principal to help mediate the problem.

### **BIKES, SCOOTERS, BOARDS, BLADES, ETC.**

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.



### **BOOK ORDERS**

When teachers send home book orders, we are asking that parents go online to order books from the book companies. We would appreciate it if you would not send checks or cash to the school for individual student book orders.

### **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.



### **SAFETY**

Please review with your children the importance of being safety minded as they walk to and from school. Be certain all children know the way to school. Remind them to walk on the sidewalks and to use the crosswalks. Please impress upon your children the importance of not accepting rides from strangers. For student safety all school personnel will wear identification so students and parents can easily identify staff members.

To help make student pickup and drop off much safer please remember and follow the following safety guidelines.

1. Student safety is more important than being on time!
2. Please Be Courteous.
3. Drive slowly in school zones at all times!

## SCHOOL BREAKFAST AND LUNCH PROGRAM

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](http://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.

School Meal prices for the 2014-2015 school year are as follows:

Elementary Lunch \$1.75 – Adult/Visitor \$3.00

Reduced Lunch \$0.40

Breakfast Elementary \$1.00 – Adult/Visitor \$1.50

Reduced Breakfast \$0.30

Milk: \$0.30



School breakfast is served from 8:30-9:00. Students may use their regular lunch accounts to purchase breakfast.

When your child has two lunches left, their hand will be stamped to remind you they are out of lunch money. Students may charge up to two lunches. After that, they will be given a roll and milk.



## CHECK OUT OF STUDENTS

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, sign the checkout log and show your ID.
- 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.

Please do not ask over the telephone to have your child sent home. Parents should not call to ask that their children meet them outside. Please plan ahead to allow time to check your children out of school. Your cooperation of this SAFETY policy is appreciated.



## CLOSED CAMPUS

For the safety and welfare of students, and in compliance with school board policies, we maintain a closed campus. Students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon without permission.

## CLASSROOM VISITS

Parents are welcome to visit the school. For the security and safety of our students we ask that when visiting or volunteering in the school, that you check in with the office to receive a visitor's pass. You should arrange with the teacher if you wish to visit your child's class to observe. Observations should be kept to a short time frame as to not disrupt the learning of other students. Occasionally out-of-town cousins or friends come to visit during the school year. These guests should NOT accompany students to school. Child guests can be a distraction and pose a liability issue for the school and are often a burden to both the teacher and classmates.



# LEHI ELEMENTARY SCHOOL DISCLOSURE DOCUMENT

Welcome to an exciting, new school year. As the faculty at Lehi Elementary, we are excited to get to know both you and your child. You play such a vital role in your child's progress and we believe that by working together, we can make this a successful year. Our goal is to help your child by fostering independence and building responsibility, as they become an effective and efficient learner.

**CURRICULUM:** We will be learning exciting things together as we focus on the new Utah State Core Curriculum. For a complete copy of the new core, visit [www.schools.utah.gov](http://www.schools.utah.gov) and click on the Utah Core link. On this page you will be able to see the English Language Arts Standards and the Mathematics Standards.

**GRADING:** Kindergarten through third grade students will receive a standards based report card. Full mastery = 4, Partial Mastery = 3, Emerging = 2, Below Standard = 1, and Not Evaluated = NE. Fourth through sixth grade students receive letter grades on their report cards. A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 75-79, C = 70-74, C- = 65-69 and N = less than 65.

**HOMEWORK:** When daily work is not completed in class, the assignment becomes homework. Assigned homework is for practice as well as an extension of the concepts learned in class. Reading logs, homework folders, and planners are just a sample of the ways your child might be asked to keep track of homework. Often your initials are requested so we are aware you have seen the homework your child is doing.



## STUDENT 8 CATION

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

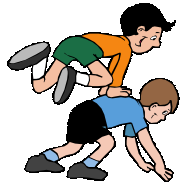
1. An Authorization for Medication Form must be filled out by the physician and signed by the parent. This form is available in the school office.
2. Medications should be brought to the office in the original container by a parent with the Authorization for Medication Form. Parents and school officials 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.

## STUDENTS WITH SPECIAL HEALTH NEEDS

If your child has any special health needs, such as asthma or diabetes, please make an appointment to meet with our school nurse, to write a student health plan. Each student health plan will be kept in her office and distributed to any teacher who will be responsible for that child during the school day.

## 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.



### RECESS GUIDANCE FOR SCHOOLS

When to schedule indoor recess rather than outdoor recess based on the air quality in your communities.

WHEN THE PARTICULATE MATTER (PM2.5) IS ABOVE 90 UG/M: Recommend indoor physical activities for all students.

WHEN THE PARTICULATE MATTER (PM2.5) IS 55.5 UG/M - 90 UG/M: Accommodate sensitive students and students experiencing respiratory symptoms. Symptoms may include coughing, wheezing, shortness of breath, and chest tightness.

WHEN THE PARTICULATE MATTER (PM2.5) IS 35.5 UG/M - 55.4 UG/M: Accommodate “sensitive students” to avoid outdoor physical activities.

“SENSITIVE STUDENTS” MAY INCLUDE THOSE WITH:

Significant or poorly controlled asthma, cystic fibrosis, chronic lung disease, congenital heart disease, compromised immune systems, or other respiratory problems.

PLEASE NOTE: Parents, with the advice of their health care provider, should inform their school if they believe their child is part of a “sensitive” group who should have limited outdoor physical activity when the air quality is poor. To check the current PM2.5 levels, visit [www.airquality.utah.gov](http://www.airquality.utah.gov) and click on “current conditions.”



**ATTENDANCE:** We cannot stress enough the importance of daily, punctual attendance. Please understand that much of the classroom time is spent in oral instruction and discussion that simply cannot be reduced to a worksheet for make-up. We ask that you keep your child home for illness but have them in school otherwise. We also ask that doctor/dental appointments as well as music/sports lessons be scheduled before or after school time.

**DISCIPLINE:** We believe in a proactive, rather than a reactive approach to discipline. With such tender, dynamic, yet sometimes challenging personalities, we strongly believe in finding and praising the positive while helping the children to become respectful and responsible for their own behavior. In most cases, the teacher handles problems in the classroom. When a child is sent to the principal for disciplinary action, it is regarded as a serious matter. Our pink slip program is explained to students during an opening assembly and parents sign an agreement when they register their students. Receiving pink slips could jeopardize your child’s participation in reward activities held at the school.

**DONATIONS:** In order to enrich your child’s educational experience, grade levels may ask for up to a \$10.00 voluntary donation for each child. The grade level teams will use this money for activities unique to their classes. Classroom teachers will give further information at Back-to-School Night on how these donation monies will benefit your child.

If you have any questions or concerns about your child, please feel free to contact the teacher by phone at 801-610-8712 before 9:00am or after 3:30pm or via email, at your convenience. Again, we appreciate your support and look forward to a great year with your children.

## DONATIONS

State Board Policy Regarding **9** ons: Basic donations may be made to schools by parents **g** as all students have the opportunity to participate in field trips, assemblies, educational materials related to the curriculum and craft-type materials that students will retain. No student will be excluded from activities if they are unable to make a donation. Teachers may request other donations for materials for special gifts or projects. These special projects, such as Christmas or Mother's Day gifts, are optional activities. The school has a small budget to cover transportation costs of field trips but we do ask for help from parents to cover the admission costs to museums, plays and concerts. We will try to keep these requests to a minimum, but ask that you contribute if possible.



## DRESS CODE

Children should arrive at school appropriately dressed for the weather of the day. All healthy children are expected to go outside for recess except when weather conditions are extreme. We will do an inside recess when the wind chill is below 20 degrees or if it a heavy rain and if there is thunder and lightning. If you desire that your child be allowed to stay inside at lunch due to illness, please inform the teacher of your request in a note.

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.

## PINK SLIP PROGRAM AT LEHI ELEMENTARY

*Pink slips are given to students who fail to follow the general school rules.*

Student Name:

Phone Number:

Classroom Teacher:

Date:

Issued By:

Student Signature:

## CONSEQUENCES:

(Teacher circles what applies)

**1<sup>st</sup> Pink Slip** = Warning by teacher, parents contacted.

**2<sup>nd</sup> Pink Slip** = Recess detention, parents contacted.

**3<sup>rd</sup> Pink Slip** = Referral to the principal, parents contacted.

*Receipt of Pink Slips jeopardizes the opportunity for students to participate in reward celebrations.*

## DISTRIBUTION OF COPIES:

White Copy – Principal

Yellow Copy – Classroom Teacher

Pink Copy – Student/Parents



## General School Rules:

Lehi Lions . . .

. . . Obey adult authority.

. . . Respect property of others and school.

. . . Use kind and appropriate language.

. . . Keep hands, feet, and objects to self.

. . . Leave gum, candy and toys at home.

. . . Are quiet and respectful in class.

. . . Play appropriately at recess.

. . . Play in approved areas during recess.

. . . Use play equipment properly.

. . . Play safe games.

. . . Do not throw rocks, sticks, or snowballs.

## Students will not:

Be insubordinate, Bully or Harass Others, Fight or Play Fight, Do Anything

Dangerous or Inappropriate, Vandalize.

**Comments:**



**PARENT TEACHER CONFERENCES**

Parent Teacher Conferences will be held twice during the school. Progress Reports will be reviewed during parent conferences. Report Cards will be sent home at the end of each trimesters.

Parent-Teacher conference for this year are:

Wed & Thurs. Oct 8<sup>th</sup> & 9<sup>th</sup>

Wed & Thurs. Feb. 4<sup>th</sup> & 5<sup>th</sup>

**PHONE CALLS & CELL PHONES**

School telephones are for school business. Students will be allowed to use the telephone only for illness or other emergencies.

Please communicate with your child about lunch money, books, homework, appointments, etc. before the student leaves for school.

Children will not be allowed to use the phone to ask permission to play at a friend's house. Try to avoid contacting your child during the school day unless it is an emergency. We try to avoid interrupting class instruction as much as possible. Parents allowing students to bring cell phones to school should sign the appropriate permission form in the office. The school is not responsible for lost or damaged cell phones.

“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. 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.

**DRUG POLICY**

Alpine School District policy prohibits any use, distribution, and/or selling of drugs or imitation drugs on any school campus. Doing so may result in expulsion of any student involved and the appropriate law officials will be notified. State Law prohibits any smoking by students or patrons on school grounds.

**EMERGENCIES**

If an emergency creates a situation where our building cannot be occupied due to fire or utility failure, students will be evacuated, until such time as they can be returned to our building.

In the event of a disaster, such as a major earthquake where structural damage to the school and neighborhood homes may occur, students will remain at school under the care of our faculty and staff until they are safely released to their family or people whose names are listed on their health information sheet. If the school is not safe to retain the students we will relocate to either the high school, Wines Park (weather permitting) or to the Legacy Center.

**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.



## HOMEWORK



We believe that the benefits of homework are extremely valuable. Communication between parents and teachers is essential in determining the appropriate amount of homework for your children. Homework requirements may vary from teacher to teacher and from student to student. Homework may be assigned on a daily basis to most upper grade students. We realize that children have other responsibilities, such as music lessons and scouting. If you have concerns about the amount of homework your child may have, please contact the teacher directly and in a timely method.

## 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/DTaP/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)

## LEHI SCHOOL COMMUNITY COUNCIL

The Lehi Elementary Community Council is a group of people from the school community, faculty representatives, and the principal. Our SCC chairperson and the principal have the 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, in the newsletter, and on the SCC Blog. Agendas are posted on the front entryway. The public is always invited to these meetings. We value your input!

## LEHI 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.



## LOST AND FOUND

To simplify the return of lost items, we ask that all caps, jackets, mittens, boots, etc. be labeled with your child's name. Lost items are placed in the lost and found area near the lunchroom. Valuable or tiny articles are to be turned into the office. We encourage students to be responsible for their own personal items. Several times during the year, unclaimed items are donated to a local charity.

## 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). Please

stress the importance of bringing these notes home. You will receive a monthly newsletter as well as other communication.