

# Orem Elementary School Handbook



2011-2012

**(inside front cover)**

## **Orem Elementary School**

450 West 400 South  
Orem, Utah 84058

Phone: (801) 227-8727

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Website: <http://orem.alpineschools.org>

Our school colors of maroon and gold are a show of support to our neighbor,  
Mountain View High School. Our school mascot is the Bear Cub



*Dear Parents,*

*Welcome to the 2011-2012 school year. It is a pleasure to work with the wonderful students and parents in the Orem Community.*

*Orem Elementary School (OES) has a fine reputation of excellence in education. The OES Staff is rich with experience, innovation, and passion for educating our young people. We have several educators joining our faculty who are highly skilled in various areas and will be a welcome addition to our stellar staff. We pledge to continue to build upon the superb education that Orem families have experienced over the past years.*

*This handbook has been produced to communicate important information about Orem Elementary and its policies. I would encourage you to read the material, should you have any questions, please contact us here at the school.*

*Thank you for choosing Orem Elementary. The staff and I welcome you to a year of progress and achievement. We look forward to working with you.*

*Warmly,*

*Rachelle Bolingbroke, Principal*



## **School Model and Schedules**

We use the modified extended day model for first through sixth grades. This gives the opportunity for small group instruction in literacy at the beginning and end of each school day. Students in these grades will attend

school from either 8:00 - 2:15 or 9:15 - 3:30.

Early-Out Mondays: Every Monday is an early out day to allow time for teacher collaboration. On Mondays, the early bird students leave at 1:25 p.m. and the later gator students leave at 2:40 p.m.

*Monday* Kindergarten and Special Ed. Preschool Schedule:

A.M.: 9:15-11:35

P.M.: 12:05-2:40

*Tues.-Fri.* Kindergarten and Special Ed. Preschool Schedule:

A.M.: 9:15-12:10

P.M.: 12:40-3:30

Minimal Days: There are four Mondays throughout the year that are called Minimal Days. The students will leave earlier than usual on these days to allow time for teachers to participate in Professional Development. The minimal days are: Sept. 26, Nov. 14, Feb. 13 and March 26. The schedule for minimal days is:

A.M. Kindergarten and Preschool: 9:15-11:15

P.M. Kindergarten and Preschool: 11:45-1:45

1<sup>st</sup>-6<sup>th</sup> Grade Early Schedule: 8:00-12:30

1<sup>st</sup>-6<sup>th</sup> Grade Late Schedule: 9:15-1:45

Tuition Preschool Schedule (Tuesday - Friday):

A.M.: 9:20-12:05

P.M.: 12:40-3:25

**General Rules** that will be used school-wide are:

1. Follow Directions
2. Keep hands, feet, and objects to yourself
3. No name calling, put downs, or teasing
4. Respect self, others, and all property

"We believe that each person can be responsible for his/her own actions."

### **Accidents and Illness**

If accidents or illness occur, the school will contact the parents or the designated person on the health information sheet. Please keep the Emergency and Health Information Sheet up to date.

## **Alpine Foundation**

School patrons may make a tax-deductible contribution to our school through the district's Alpine Foundation. The donation can be designated to the school or a specific classroom. Forms are available in the office or from our website. Contributions can also be made by calling the Foundation at 801-610-8403.

## **Arriving at School**

Students should arrive no more than *10 minutes before* their assigned times. Supervision is not provided before or after school. As the bell rings, students should enter through the designated doors assigned by their teachers.

## **Attendance**

The Utah Compulsory Attendance Law requires that children between six and eighteen years of age attend school unless excused by the Board of Education. Frequent absences or tardies disrupt the instructional and learning process. The process is often difficult to repeat.

**TARDY** - Parents should notify the teacher through a note or phone call that their child will be tardy if the circumstance is beyond their control.

**TRUANCY** - Deliberate absence from school with or without parent knowledge.

**EXCUSED ABSENCES** - include verifiable illness or other family emergencies. Please do not keep your child out of school to shop, babysit, etc. Please send a note to the teacher to verify an excused absence.

\*Teachers and school personnel will make every effort to work with students and parents to encourage consistent attendance. After 3 consecutive unexcused absences, the teacher will contact the parents. After 6 consecutive unexcused absences, the principal will contact parents.

## **Bicycles and Scooters**

Children may ride bicycles or non-motorized scooters to school. Upon approaching school grounds, students should walk their bikes or fold their scooters. Bikes and scooters should be locked on the bike racks. If a scooter cannot be locked, it may be taken to the child's classroom. Bikes and scooters may not be ridden during school hours. Students should remember to always walk bikes when crossing the street and to use crosswalks.

## **Breakfast and Lunch**

Breakfast and lunch are served in the cafeteria. For information about costs, reduced costs, charges and menus, see the district website at <http://alpineschools.org/departments/nutrition-services-lunch>.

## **Closed Campus**

For the safety and welfare of students, we maintain a closed campus. Students may not leave the school grounds during school hours without a parent or guardian. If a student needs to leave school, a parent or guardian must come inside and check the child out from the office.

Please do not ask over the telephone to have a child sent home. Parents should not call to ask that a child meet them outside.

### **Dress Standards**

We appreciate your help in making sure that your child is dressed appropriately for school. Some important guidelines are included that may be helpful.

Hair: Hair should be clean and well groomed. Hairstyles should not be distracting.

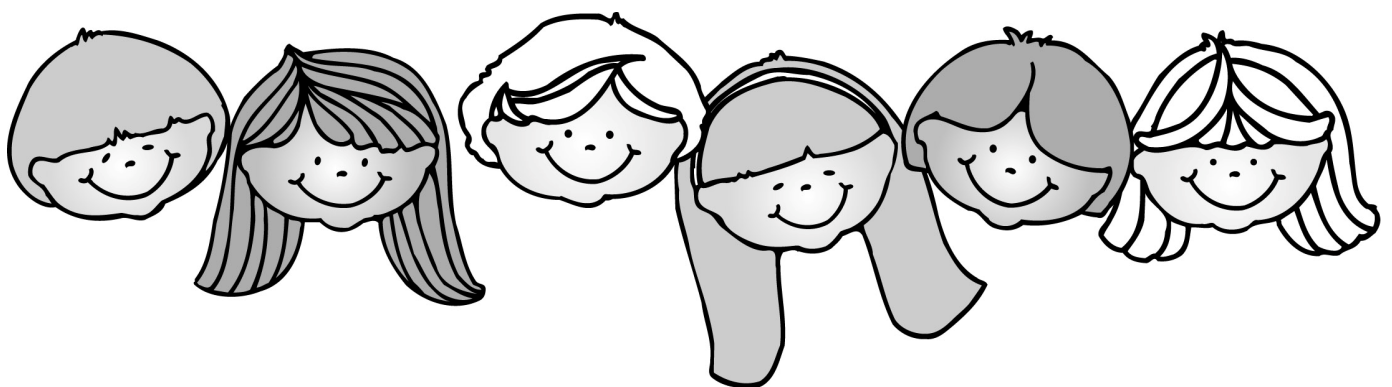
Clothing: Clothing should be neat, clean and not distracting. Clothing with slogans or insignia which are contrary to the educational purposes of the district are not allowed. Short shorts, short skirts, halter tops, tank tops, spaghetti straps, bare midriffs, cutoffs and jeans of a "grubby" type are not acceptable.

Headwear: Hats and other disruptive headwear should not be worn during class time.

Footwear: Shoes should be worn at all times. Sandals are permissible, but flip-flops are not appropriate for P.E. and recess.

Dress for the Weather: Children should arrive at school dressed so they can play comfortably outside. All children are expected to go outside during recess unless the weather conditions are extreme.

“If you can dream  
it, you can do  
it.”



### **Discipline Policy**

In order for over 600 people to learn, live and work together in a productive, safe and comfortable environment, appropriate behavior is necessary. Alpine School District, Orem Elementary and each class have established realistic and reasonable guidelines for all students to follow, allowing learning to take

place without disruption. Minor problems are handled by the classroom teacher. Repeated disruptive incidents will be referred to the principal.

Schools are established for the benefit of all students. Learning to exhibit appropriate behavior is a major benefit of the school experience, which helps prepare individuals to function successfully in other social contexts outside of school. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated.

**When a student is referred to the principal, the following course of action will be taken:**

- ✓ 1<sup>st</sup> visit - discussion with student about problem
- ✓ 2<sup>nd</sup> visit - call to parents
- ✓ 3<sup>rd</sup> visit - lunch detention (call to parents)
- ✓ 4<sup>th</sup> visit - partial day in-school suspension (conference with parents)
- ✓ 5<sup>th</sup> visit - full day in-school suspension (conference with parents)
- ✓ 6<sup>th</sup> visit - out of school suspension (conference with parents)

However, depending on the severity of the offense, this process could be accelerated.

**CAUSES FOR SUSPENSION AS OUTLINED BY ALPINE SCHOOL DISTRICT:**

1. Steals or attempts to steal school or private property
2. Causes, or attempts to cause, or threatens damage or harm to another person, school or school property
3. Threatens or possesses the use of any real, look-alike or pretend weapon(s), incendiary devices or dangerous objects
4. Possesses, uses, sells or otherwise furnishes or is under the influence of any controlled substance
5. Possesses or uses tobacco
6. Commits an obscene act or engages in habitual profanity or vulgarity
7. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior
8. School truancy
9. Sexual harassment: unwanted conduct or communication of a sexual nature

Safe Schools Policy: It is Alpine School District's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, bullying, intimidation, possession of weapons, criminal behavior or gang activity on school property.

## **Fees**

Students in elementary school are not charged fees. However, classroom donations will be accepted to help pay for supplies, field trips, special projects, etc. No child will be left out of

these activities if he/she is unable to make a donation. If a student loses or destroys school property, the cost of repair or replacement is not a fee and will not be waived.

### Field Trips

Occasionally, classes will extend learning beyond the classroom by going on a field trip. Your child's teacher will send home information regarding each field trip. Donations may be requested to help cover the costs. Parent volunteers are often asked to help supervise during field trips. We appreciate your help. However, younger children are not able to come along.

### Homework

Homework is an extension of class work and is effective in helping students make educational gains. Parents are encouraged to become involved in what their children are doing in school by working with them. Please provide a quiet place and time for students to work effectively.

### Loading and Unloading of Students

\*Loading Zone: The lane next to the red curb in front of the school is for loading and unloading students only. **NO PARKING** is allowed in this zone. Students should be loaded and unloaded only against the red curb. Pull ahead as far as possible to load and unload students.

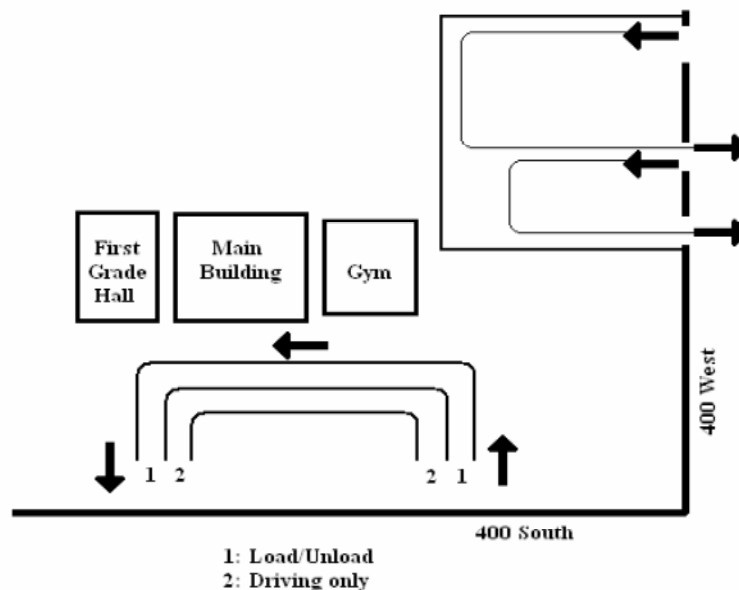
\*Do not park in the far lane of the driveway. This lane is for driving only.

\*Don't ask students to cross the other lanes to be picked up or dropped off.

\*In addition to the front driveway, there are lanes in the back of the school, near the gym, to load students. Please stay in the designated lanes and do not drive through the parking lot to the area behind the cafeteria. Often, children are walking in this area.

\*We encourage parents to pick up their students on the east side of the school as it is a larger area and less congested.

\*Please see diagram:



### Lost and Found



To simplify the return of lost items, we ask that all caps, jackets, boots, etc. be labeled with your child's name. Valuable or tiny articles are to be turned in to the office. Please check the lost and found periodically for your child's items. Items not claimed will be donated.

### **Medication**

School personnel cannot give children medication without a written "medication administration release form" completed by the physician. The form is available in the office.

### **Newsletter**

A monthly "e-newsletter" will be sent to let you know what is happening at Orem Elementary. Please make sure that the office has your current email address.

### **Parent Volunteers**

We welcome volunteers in the classroom. Ask your child's teacher how to sign up to volunteer. When arriving at the school, everyone must check in at the office before going to children's classrooms. There are no exceptions to this policy. When you sign in at the office, you will be given a volunteer sticker to wear. This is an important policy that will help us to ensure the safety of our students.

### **Parent Link**

Parent Link is an automated phone and email system. This tool is meant to keep you informed and involved in your child's education, including any absences that may occur and special school events. When you hear the automated voice on your telephone, please stay on the line and listen to the message.

### **Phone Use**

School phones are for school business and emergencies only. Please make arrangements with your child prior to school about daycare, whether to walk home, etc. A phone is available to call with illness, lunch charges, etc.

### **PTA**

The PTA is organized to support and speak on behalf of the children at our school, assist parents in developing skills needed to raise and protect children and encourage parent and public involvement in public school throughout the nation.

### **Report Cards**

Student progress reports will be sent home three times throughout the year. You may access current grades through Skyward. If you have questions or concerns about your child, please don't wait until Parent Conferences. Your children's teachers will be glad to meet with you about your children's progress. Please contact them and make an appointment.

### **School Community Council**

This committee is made up of parents, the principal and school employees. They meet monthly and focus on student improvement, safety and development of school goals. Each representative is listed on our website. If you're interested, you may attend a meeting to learn more. The dates for the SCC meetings will be on the school website.

### **Skyward**

Parents have access to their children's grades on the Internet. There is a link to Skyward from the district's website at <http://alpineschools.org>.

### **Spirit Days**

Fridays are Sprit Days at Orem Elementary School. On these days, students are encouraged to wear their school shirts or shirts with school colors (maroon and gold.) Some spirit days, planned or organized by student council, may include special themes (i.e. crazy hair day, backwards day, etc.)

### **Treats**

If your child would like to bring birthday treats to school, they must be packaged and purchased from the store. Students should not bring gum or candy to school unless it is for a birthday or other special reason.

### **Website**

Our school website is updated regularly. Please check it often for information, dates and activities at the school. <http://oremelem.alpinedistrict.org>



OES Cubs  
Are the  
Best!