

# Orem Elementary School Handbook 2012-2013



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Principal: Rachelle Bolingbroke



*Dear Parents,*

*Welcome to the 2012-2013 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*



## Table of Contents



Topic	Pg.
Accidents and Illness	5
Alpine Foundation	5
Arriving at School	5
Attendance	5
Bicycles, Skateboards, etc.	6
Breakfast and Lunch	6
Citizenship Program (Discipline)	6
Closed Campus	7
Communication	7
Conferences	8
Dress Code	8
Emergency Information	8
Fees	8
Field Trips	8
Health Services/First Aid	9
Homework	9
Immunizations	9
Insurance	10
Internet and Network Resources	10
Library	10
Loading and Unloading of Students	10
Lost and Found	11
Newsletter	11
ParentLink	11
Parent Volunteers	11
Parties at School	11
Phone Use	11
PTA	11
Report Cards	12
School Community Council	12
School Model and Schedules	4
Spirit Days	12
Website	12
Withdrawal From School	12
A Final Note	12





## 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:**

A.M.: 9:15-11:35  
P.M.: 12:05-2:40

**Monday Small Group Preschool:**

A.M.: 9:00 - 11:00  
P.M.: 11:40 - 1:50

**Tues.-Fri. Kindergarten:**

A.M.: 9:15-12:10  
P.M.: 12:40-3:30

**Tues. - Fri. Small Group Preschool:**

A.M.: 9:00 - 11:45  
P.M.: 12:20 - 3:05

**Tuition Preschool Schedule (Tuesday – Friday):**

A.M.: 9:20-12:05  
P.M.: 12:40-3:25

**Minimal Days:** There are four Mondays throughout the year that are 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. 24, Nov. 5, Feb. 4 and March 4. The schedule for minimal days is:

A.M. Kindergarten: 9:15-11:15  
P.M. Kindergarten: 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

**WELCOME!**

**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 (<http://orem.alpineschools.org>). Contributions can also be made by calling the Foundation at 801-610-8403.

## ARRIVING AT SCHOOL

Please refrain from dropping your child off early. The school provides supervision 15 minutes prior to the start and end of the day. Early arrivals and late pickups pose a safety risk to the student.

Students should wait on the playground upon arrival and line up in his/her designated line when the bell rings.

**Inclement Weather** - If the weather is bad, students should check the sign on the entry doors to see if it is an inside or outside day. If the sign is red, students should go directly to the gym to wait for the bell to ring.



## 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.

**Excused Absences** - Any absence due to illness, death in the family, or other circumstances should be called in by **9:30 a.m.** on the day of the absence. After 9:30 a.m. your child will be marked as unexcused and you will be notified by phone.

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 the parents.

**Family Vacations and Special Events** - When possible, please consult with your child's teacher to discuss the impact on your child's education and the necessary make-up work upon your child's return.

**Chronic Illness** - If your son or daughter has a chronic health condition that results in intermittent absence from school, please contact the office for procedural information.

**On Time** - It is important for students to report to school on time. Children coming late to school should report to the office and be checked in by parents before reporting to the classroom.



**Mid-Day Check-Out** - In order to have a child released from school, a parent must come to the office in person. Students will be released only to their parents or an official designated representative. 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.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, HEELYS, AND SCOOTERS**

*Children who ride bicycles or non-motorized scooters to school are expected to observe the following rules:*



- a. Follow traffic rules - Students should remember to always walk bikes when crossing the street and to use crosswalks.
- b. Park in racks with bicycle or scooter locked (at owner's risk) - scooters that cannot be locked may be taken to the child's classroom.
- c. Walk bicycles and scooters on and off school grounds.

Skateboards, Heeleys, roller blades or other wheeled modes of transportation should not be used at school.

## **BREAKFAST AND LUNCH**

Students may purchase breakfast and/or a hot lunch at school, or they may bring a lunch from home.

The cost for purchasing meals at school is:

Student breakfast - \$.85

Student Lunch - \$1.50

Milk Only - \$.30



To purchase lunches, send a check (Alpine Food Services) or cash to school with your child. Each child has his/her own lunch account that the money will be deposited into. When the account is down to the last lunch, your child will receive a stamp informing you that more money is needed.

For information about costs, reduced costs, automatic meal payments, charges, and menus, see the district website at <http://alpineschools.org/departments/nutrition-services-lunch>.

## **CITIZENSHIP PROGRAM (DISCIPLINE)**

Orem Elementary School's faculty and staff are committed to the development of a positive discipline management program where emphasis is placed upon the positive rather than the negative. Our philosophy is to praise the positive while placing the responsibility for unacceptable behavior upon the student.

We will not accept behavior that interferes with the learning, safety, or well-being of our students.

Minor problems are handled by the classroom teacher. Repeated disruptive incidents or the breaking of major rules will be referred to the principal.

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, attempts to cause, or threatens damage or harm to another person 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.

### **CLOSED CAMPUS**

For the safety and welfare of students, we maintain a closed campus. We encourage parents to make doctors' appointments before or after school. Parents are required to sign and log their child out during the school day. Students are not allowed to leave the campus once they arrive without being checked out. Students who choose to go home for lunch need to submit to the office written parent permission to leave campus.

### **COMMUNICATION**

Good communication is the key to a successful partnership with school. Getting the correct information at the right time is essential to good home-school relationships. Check your child's backpack and school folders on a daily basis. Look for information regarding classroom, school, and community matters. Whenever you have a question regarding OES, please call or go to the school website (<http://orem.alpineschools.org/>).



**Students' Grades** - Students' grades and attendance are accessed via the Internet through Skyward (<http://alpineschools.org/parents-students/skyward>).

**ParentLink** - Parents will be notified by telephone through our ParentLink Telephone System for unexcused absences or important school events. Please make sure a current phone number is on file in the office.

**Monthly Newsletter/Internet** - Check these resources for new information that you can use. Our school website is <http://orem.alpineschools.org/>.

**Parent/Teacher Conferences** - These will be held in October, January, and March. The conferences in October will be by appointment, while the other two will be student-led.

**Voice Message** - You may leave a voice message for the teacher or principal at any time. A teacher's extension is the classroom number.

**Email** - Check our website (<http://orem.alpineschools.org/>) for email addresses of teachers and administration.

**PTA Blog** - Information about what is going on at the school and what is coming up can also be found on our PTA Blog. This can be found at <http://oremelementarypta.blogspot.com/>.

## CONFERENCES

We encourage open communication between our staff and parents. If you have a concern regarding your child, your first communication should be with the classroom teacher. If you feel you do not receive a resolution to your concern, a meeting can then be scheduled with the teacher, principal, and parent. We ask that parents refrain from conferencing with the teacher during instructional time. Our teachers' first responsibility is to teach and attend to the children.

## DRESS CODE

We appreciate your help in making sure your child is dressed appropriately for school. We would like to see the students follow these guidelines:

- Shorts may be worn as long as they fit properly (not too short).
- Tops that show bare midriffs, strapless outfits, spaghetti straps, muscle shirts, and see-through blouses/shirts are not allowed.
- Avoid clothing with inappropriate pictures or language (profanity, beer ads, etc.).
- "Grubby" jeans should not be worn.
- Hats may be worn to school, but they should not be worn indoors.
- Tennis shoes are strongly suggested for PE to avoid injury.
- For safety reasons, flip flops are discouraged.
- Students should dress for the weather. Children should arrive at school so they can play comfortably outside. All children are expected to go outside during recess unless weather conditions are extreme.



## EMERGENCY INFORMATION

In the event of an emergency, the policy at Orem Elementary is to retain the students at the building when conditions are safe. Should there be a major disaster, teachers and staff members will remain at the school to care for the students. In the event that the school becomes unsafe, students will be moved to Mountain View High School. A Parentlink phone call and/or email will be sent to parents.

Students will only be released to someone previously authorized to take them. Teachers will keep a written record of student releases. This emergency checkout record will include the time the child was checked out of school, and by whom.

Parents are asked to notify the school office of any changes in emergency contact information during the year (i.e. address and phone numbers).



## FEEES

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.





## HEALTH SERVICES/FIRST AID

The following guidelines will help to control communicable diseases in our school environment:

- No child with a fever should be sent to school. A child should not return to school until free of fever for 24 hours.
- Students with nausea, vomiting or diarrhea should stay home.
- A child with a "mild" cold and no fever may go to school. A child with a "heavy" cold with uncontrollable runny nose and a deep, hacking cough should stay home.
- A persistent sore throat or ear ache should always be checked by a doctor to rule out infection.
- Do not send a child with a rash to school until your doctor has said that it is safe to do so.



First aid is limited to the immediate temporary care of an accident or sudden illness. When the school nurse or a trained first aid responder determines that a student should be sent home for reasons of illness or injury, the school will call an emergency contact on the student's emergency form to arrange transportation. For legal purposes, the school nurse or faculty member cannot transport students. If your child has an unusual health situation that could affect performance in school, please notify the school nurse or the school office as soon as possible.

### Medications -

- All medications/pills, whether they are prescription or across-the-counter medications, must be held in the school office.
- School personnel cannot give children medication without a written "**medication administration release form**" completed by the physician. The form is available in the office.
- Medications are to be administered by the nurse or a designee assigned by the building principal.
- Across-the-counter medications must be in their labeled container. Such medications must be accompanied by written instructions from the parent.
- All drugs must be in the original container and may only be administered in the amount stated.

**Vision and Hearing Screening** - In the fall of each school year, the district conducts a vision and hearing screening, according to the child's grade level. A physician referral form will be sent home if it is determined that further evaluation is necessary.

## 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.



## IMMUNIZATIONS

The date of the required immunizations must be reported to the school before each child may attend school. There is no grace period. Immunizations and records are available from your private physician or from the Utah County Health Department (801-370-8700, 589 South State, Provo).

## INSURANCE

Parents may purchase insurance that is available through the state. This is a service to students, and the school does not profit from this program. Insurance information will be made available to you the first week of school. The school does not carry medical insurance on students for accidents that may happen at school. Accidents that occur at school during school hours should be brought to the attention of the school office and the school nurse.

## INTERNET AND NETWORK RESOURCES

Students have the opportunity to use computers at school as a valuable learning tool. All families are required to sign a permission slip to allow student access to the Internet and other networked resources at school. This form is on the school website. **Parents need to complete this form online for each child.** Please note the school staff is committed to supervised use of these resources. Improper student use of Internet resource will result in disciplinary action.



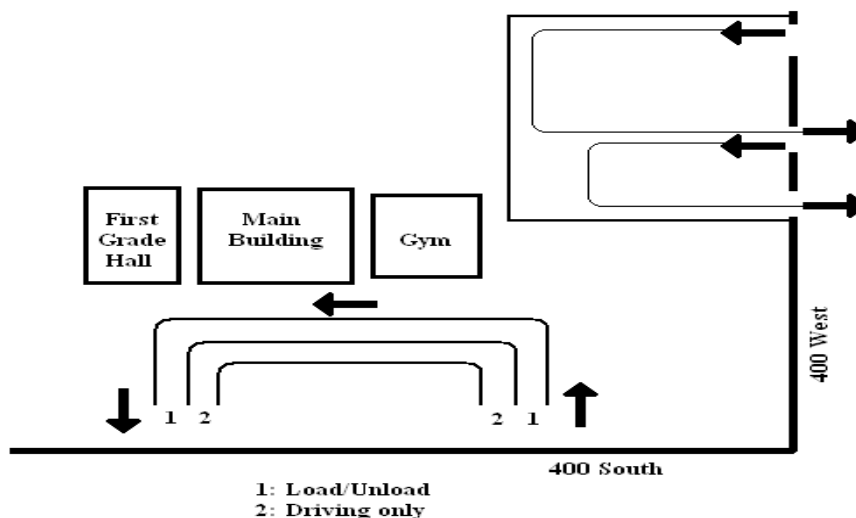
## LIBRARY

Children will have the opportunity to visit the library weekly as a class. Books will be circulated for two weeks. Each child is responsible for items checked out. There will be a charge for lost or damaged materials. A student with an overdue book is not allowed to check out additional books until the overdue book is returned.

## 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.*** We have buses and vans that need to use this area to drop off and pickup students. Other 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.

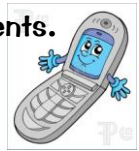


## NEWSLETTER

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. The newsletter can also be found on the school website (<http://orem.alpineschools.org/>). Extra copies will be available in the office, if needed.

## 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.



## PARENT VOLUNTEERS

There are many opportunities for you to be involved at OES. You may assist in the classroom, or on the PTA or School Community Council, for example. Ask your child's teacher how to sign up to volunteer. We ask that if you choose to volunteer in your child's classroom that you refrain from bringing young children who are not enrolled at OES. Often younger siblings can be a distraction to the teacher, students, and learning within the classroom.

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.

## PARTIES AT SCHOOL

Room parents and teachers will coordinate the scheduled parties. It is permissible for children, on their birthdays, to bring a light refreshment for their classmates. Please coordinate with your child's teacher. The Alpine School District requires that any food that is brought into the school be commercially prepared and packaged.

Please keep in mind any students in the class who suffer from allergies of any kind when preparing to bring treats to class.



## 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. Parents will have an opportunity to sign up for the PTA at Back-to-School Night and at the start of the new school year.

### REPORT CARDS

Student progress reports will be sent home three times throughout the year. You may access current grades through Skyward (<http://alpineschools.org/parents-students/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

The School Community Council is made up of parents, the principal, and school employees. They meet monthly and focus on student improvement, safety, and the development of school goals. Each representative is listed on our website. If you are interested in serving on this council, you may attend a meeting to learn more. The dates for the SCC meetings will be on the school website (<http://orem.alpineschools.org/>).

### SPIRIT DAYS

Fridays are Spirit 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.)



### WEBSITE

Our school website is updated regularly. Please check it often for information, dates, and activities at the school. You can find our website at <http://orem.alpineschools.org/>.

### WITHDRAWAL FROM SCHOOL

Parents should notify the school office in writing or by telephone at least two days prior to the student's last attendance day. All school materials loaned to the student must be returned. The parents must pay for items that are lost or damaged before school records will be forwarded to the new school. Please provide the name of the new school and their address, telephone number, and fax number, if possible.

### A FINAL NOTE

These policies and procedures are intended to be as comprehensive as possible. However, not all situations can possibly be covered. We hope you keep this guide handy to help answer your questions. For district information, please access <http://alpineschool.org>. For school information, please access <http://orem.alpineschools.org/>. Please do not hesitate to call on us at any time for assistance.



**OES is the  
BEST!**