

# **SCHOOL HANDBOOK 2015-2016**

## **Sego Lily Elementary School**

August 2015

Dear Sego Lily Families:

Welcome to the 2015-16 school year! To help your student be successful in this new year, it is important that you and your student be aware of important school system policies and procedures, as well as academic and behavioral expectations.

Everyone associated with Sego Lily Elementary School—from the school secretaries, to the classroom teacher, is dedicated to providing a safe, orderly, productive learning environment for students.

In order to ensure a safe, secure and orderly environment, this year's Student/Parent Handbook provides a wealth of school system information that will help you throughout the year. You will learn more about Sego Lily's curriculum, attendance expectations, and the student behavior code. Please pay particular attention to the section on student discipline as well as details on responsible use of technology.

We are fortunate to have the caliber of students that we do at Sego Lily. The vast majority of our students are respectful, conscientious young people who do well academically and who never need to be disciplined beyond the classroom level. They care about their studies, teachers, and each other. They should not have to tolerate disruptions to their education from the few who choose to misbehave. The school system's enforcement of its policies and code of student behavior provides you assurance that we take your child's education and safety very seriously.

We encourage every student and parent to review the contents of this handbook and to work with school staff to achieve our academic and safety goals so that all students may enjoy a quality and effective education.

Best wishes for a successful new year of teaching and learning in 2014-15!

Sincerely,  
Mrs. Johnson,  
Principal

## **Mission**

The mission of *Sego Lily* is simply this, Learning, our responsibility. What this means is that we all have the responsibility to ensure all students learn at high levels. Teachers, parents, and students must take responsibility and work together in order to achieve success.

## **Schedule**

Early Birds: 8:00 a.m. – 2:15 p.m.  
Later Gators: 9:15 a.m. – 3:30 p.m.

### **Monday Collaboration**

Early Birds: 8:00 a.m. – 1:15 p.m.  
Later Gators: 9:15 a.m. – 2:30 p.m.

### **Kindergarten**

A.M. 9:15 a.m. – 12:00 p.m.  
PM: 12:35 p.m. – 3:30 p.m.

### **Kindergarten Monday Collaboration**

A.M. 9:15 a.m. – 12:00 p.m.

PM: 12:35 p.m. – 2:30 p.m.

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

1. Be Safe
2. Be Respectful
3. Be Responsible
  
4. Be Courteous

\*We have a tier 3 intervention process;

Tier 1: Teachers, students, and parents work together to solve any problems.

Tier 2: Teacher or administrative referrals are made for our Skills Class to teach a skill(s) to help the student be more successful. This is accomplished during lunch with a trained skills coach.

### **Accidents and Illness**

If accidents or illness occur, the school will contact the parents if deemed

### **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 a DONATE button is easily available on our school's homepage.

### **Arriving at School**

Students should not arrive more than 10 minutes before their assigned time. Supervision is not provided in classrooms before or after school. As the bell rings, students should enter through the designated door assigned by their teacher.

### **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, a process that is often difficult to repeat.

-TARDY - Parents should notify the office through a note or phone call when their child is tardy.

-TRUANCY - Deliberate absence from school with or without parent knowledge. -EXCUSED ABSENCES - includes verifiable illness or other family emergencies. Please do not keep your child out of school to shop, baby-sit, etc. Please send a note or call the office to verify an excused absence.

\*Teachers and school personnel will make every effort to work with students and parents to encourage consistent attendance.

### **Bicycles & Scooters**

Children may ride bicycles or non-motorized scooters to school. Upon approaching school grounds, students should **WALK** their bikes, remove their rollerblades, or fold their scooters. Bikes and scooters should be taken directly to the bike racks and locked. Because of safety, bikes and scooters may not be ridden during school hours (i.e. during recess). Students should remember to always walk bikes when crossing at crosswalks. Please label all scooters & bikes with child's name.

### **Book Orders**

Many teachers distribute order forms for students to purchase books through companies at reduced prices. If you choose to participate, please write a check payable to the specific book company. Please contact your child's teacher with questions.

### **Classroom visits**

Parents are welcome to visit their child's classroom. For the safety of our students, please check in at the office first. Please make arrangements with the teacher in advance if you wish to visit. Please limit the visit to 30 minutes and do not interrupt the teacher or students during the visit.

Occasionally, out-of-town friends or cousins come to visit family during the school year. Because of liability issues, these guests are not to accompany students to school.

### **Closed Campus**

For the safety and welfare of students, we maintain a closed campus. Students should not leave the school grounds without permission.

### **Dress Standards**

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

**Hair** - Should be clean and well groomed. Hairstyles that are distracting or need constant attention are not acceptable.

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

**Headwear** - Hats and other disruptive headwear should not be worn in the building. Hats may be worn outside before and after school.

**Footwear** - Shoes and socks should be worn at all times. Sandals are permissible, but flip flops are not as they result in cut toes and are not effective during PE and recess. When snow boots are worn, please send shoes to be worn in the building. Wheels in shoes must be removed and left at home.

**Dress for the Weather** - Children should arrive at school dressed so they can play comfortably outside. All children are expected to go outside at lunch and recess unless the weather conditions are extreme. If you desire your child to stay in at lunch or recess because of illness, please send a note to the teacher.

## **Evacuation**

In the event of an evacuation, students will be directed by their teacher to move away from the threat. Parents will be notified through E-mail and/or automated phone system if children need to be picked up.

## **Fees**

Students in kindergarten through sixth grade shall not be charged fees. However, donations will be accepted towards supplies, assemblies, fieldtrips, or other activities. No child will be penalized for not making 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. Parent volunteers are often asked to help supervise during trips. We appreciate your help, but ask that preschool age children not come along.

## **Gum and Candy**

Gum and/or candy should not be brought school. Birthday treats should be purchased at the store.

## **Homework**

Homework is an extension of class work, and studies show that it is effective in helping students make greater 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.

## **Inside Recess**

Students will generally go outside even on winter days unless the weather is extreme. We will keep students in when the temperature is 20 degrees or below. We take the wind chill into account. We follow the state's air quality guidelines and keep students in if warranted because of unhealthy air. If

your child needs to stay in because of illness, please send a note to the teacher.

### **Lunch**

Students may eat school lunch or bring a lunch from home. The school lunch menu is available on our school website. Lunch is \$1.75 and Breakfast is \$1.00. Parents are encouraged to keep their student's account with a positive balance. MyPaymentsPlus or the new Alpines School District App (link on our website) are free and effective ways to check your child's balance and keep it up to date. If a child is paying with check or cash, please have them go to the lunchroom and pay before school starts. Parents are welcome to eat school lunch. Adult meals are \$3.00.

### **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. Tylenol may be given with permission from a parent.

### **Newsletter**

A monthly "e-newsletter" and weekly E-mail updates will be developed to share highlights and upcoming events for the school. Past and present newsletters and emails can be accessed on our website. We strive to do most of our communication electronically, including flyers. If you need a hardcopy of newsletters or emails, please contact the office.

### **Parking and Student Drop off/Pick up**

Please follow safe traffic procedures when driving near and at the school. Drop off and pick up along the curb only and please pull to the end of the drop off area. **If you need to enter the school, please do not park along the drop off zone in front of the school.** Also, please follow our procedures when dropping off your child. If you need to watch your child until the bell rings, give an item to a teacher, or sign homework and practice spelling words, please park in a parking stall.

## **Pets**

Pets should not be brought to school unless arrangements have been made with the teacher. Please be mindful of students with allergies. Parents should accompany the pet to school and take it home after it has been shown.

## **Phone Use**

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

## **Playground Procedures**

The following is a general list of procedures for recesses, PE and other times students are using the playground and playing fields. If other activities are deemed dangerous to the safety of any student, Mrs. Strong or a playground supervisor will instruct all students about the activity.

- Shoes must be worn at all times in all areas.
- Students will keep hands and feet to self at all times (No contact sports  
  
such as tackle football.)
- Rocks and bark must be left in bark area and not thrown.
- No climbing up or jumping off of trees, swings, fences, slides or other equipment.
- Tag is allowed in all areas other than play equipment (not in area with bark).
- Take turns on play equipment including swings (count to 30...)
- If a ball goes over any fence, you must contact a playground supervisor.
- All students are expected to stay outside during the entire recess period.
- While at any recess, use the restrooms downstairs in the center of the building.
- Valuable toys often get lost or broken and shouldn't be brought from home.

- During the winter, please dress appropriately for the weather. Remember, no throwing snow and please stay clear of ice.

## **PTA**

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

- Promote the welfare of children in home, school, and community. -Raise the standard of home life.
- Secure adequate laws for the care and protection of children. -Bring home and school into close relation.
- Develop unified efforts between educators and the general public.

## **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 child's teacher will be glad to meet with you about your child's progress. Please contact them and make an appointment.

## **Safe Schools**

It is Alpine School 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 Safe Schools Policy prohibits disruptive acts, dangerous weapons, hazing or harassment, abetting, gangs, secret societies, hate groups, and other prohibited acts. Please see definitions below:

### **Definitions**

**Disruptive acts:** Acts that disrupt the daily operation of the school including but not limited to physical or sexual assault, intimidation, aggression, possessing or displaying a dangerous weapon.

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

**Hazing/Harassment:** Intimidation of a student or staff member or any act that injures, degrades, or disgraces a student or staff member.

**Abetting:** The act of supporting, encouraging, and/or assisting activities that violate the Safe Schools Policy.

**Gang/Secret Society/Hate Group:** A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin, or disability.

## **Sexual Harassment**

Alpine School District is committed to the maintenance of a learning environment which is free of any form of sexual harassment; an environment where students may attend school free of unwanted conduct or communication of a sexual nature; one which is in compliance with the state and Federal laws dealing with this form of discrimination.

## **Skyward**

Parents have access to their child's grades on the Internet. There is a link to Skyward from our school website.

## **Spirit Days**

Fridays are Purple Pride Days. On these days, students are encouraged to wear their school shirts or a shirt with the school color (purple). Some spirit days may include a special theme. We encourage school spirit and hope that you can help your child join in the fun.

## **Student Check Out**

For safety and legal concerns, parents must come into the school office to pick up their children if they need to be checked out during school hours.

Students will be turned over to their parents or guardians after the parent or guardian has signed the check out log. **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. Students will be called to the office once a parent has signed them out in the office. Your understanding and cooperation with this policy is appreciated.

### **School Community Council**

This committee is made up of parents and school employees. They meet monthly and focus on student improvement, safety, and development of school goals. Each representative is listed on our website.

### **Website**

Our school website is updated regularly. Please check it often for information, dates, and activities at the school. [http://  
http://segolily.alpineschools.org](http://segolily.alpineschools.org)