

# SCHOOL HANDBOOK



**TRAVERSE MOUNTAIN ELEMENTARY**

**2500 W CHAPEL RIDGE RD**

**LEHI, UT 84043**

**801.610.8725    FAX 801.701.6280**

**<http://traversemountain.alpineschools.org>**

## Traverse Mountain Elementary

2500 W. Chapel Ridge Rd.

Lehi, UT 84043

801.610.8725 Fax 801.701.6280

<http://travensemhain.alpineschools.org>



Mission: United as a team we will **LEAD**: Learn, Encourage, Achieve, & Dream!

### Schedule

#### EARLY OUT MONDAYS

1<sup>st</sup> through 6<sup>th</sup> grades

-Track A: 8am-1:15pm

-Track B: 9:15am- 2:30pm

Kindergarten

-AM: 9:15-12:00am

-PM: 12:35-2:30pm

#### TUESDAY-FRIDAY

1<sup>st</sup> through 6<sup>th</sup> grades

-Track A: 8am-2:15pm

-Track B: 9:15am- 3:30pm

Kindergarten

-AM: 9:15am-12:00pm

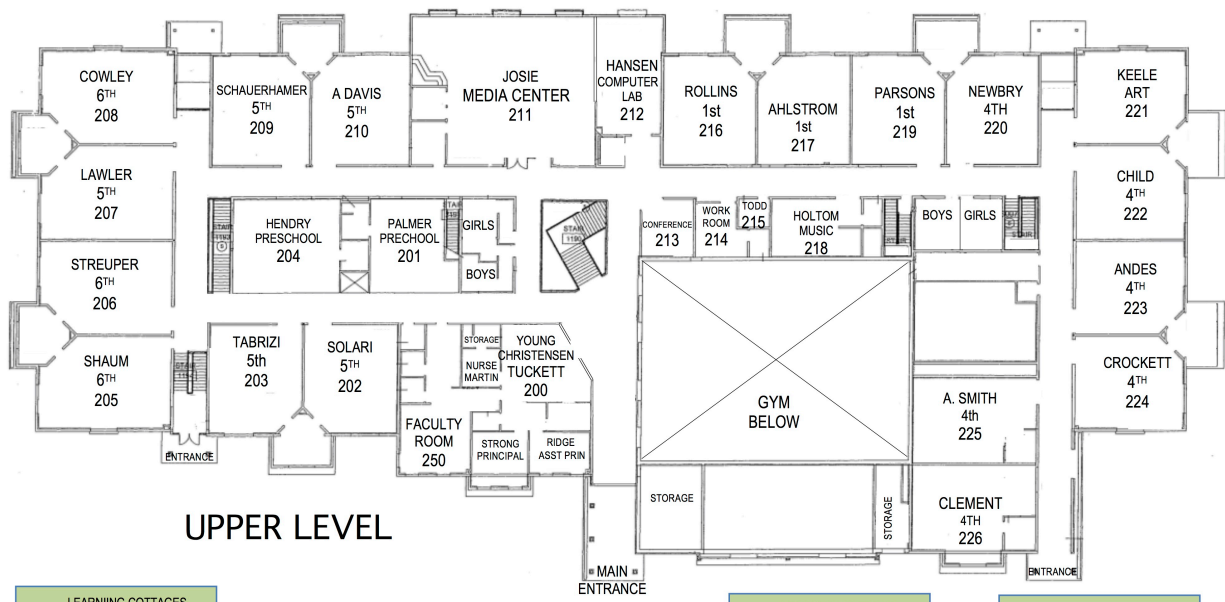
-PM: 12:35pm-3:30pm

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

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

\*See a table completed by faculty & students with indicators representing each of the four general rules at the end of the handbook.

\*A Tiger Team Behavior Report will be sent home as needed to report positive and negative behaviors based on the school rules. (See TIGER TEAM REPORT below...)

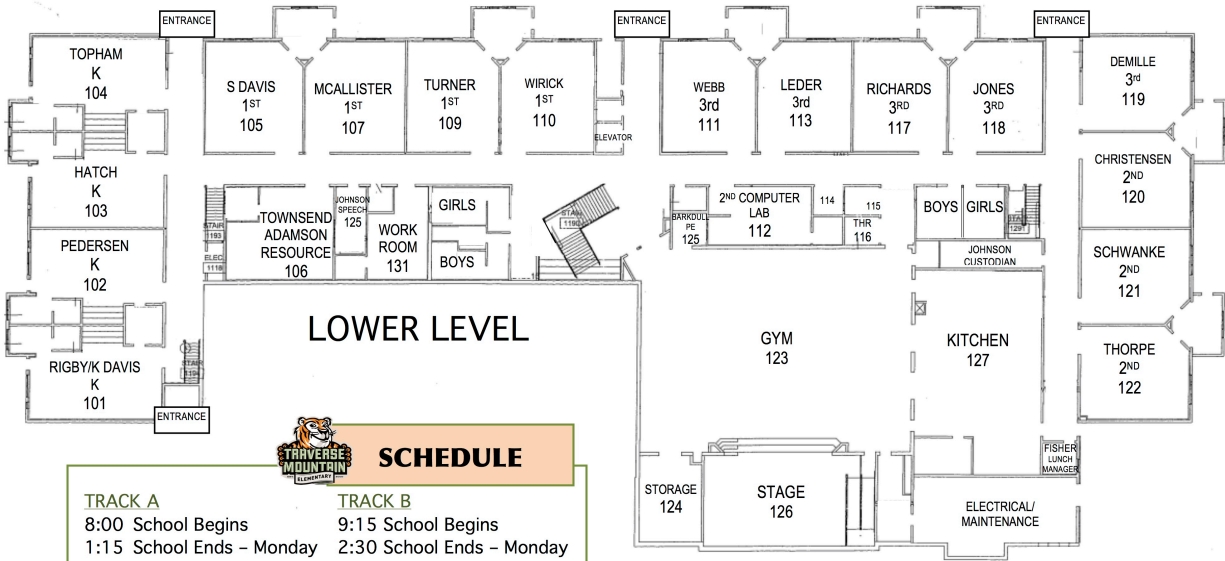


**UPPER LEVEL**

LEARNING COTTAGES  
WAGSTAFF 6TH LC6 RADEBAUGH 6TH LC5

LEARNING COTTAGES  
FEATHERSTONE 2nd LC4 ALLAN 2nd LC3

LEARNING COTTAGES  
KENNEDY 2ND LC2 NIELSEN 2nd LC1



**LOWER LEVEL**



**SCHEDULE**

TRACK A	TRACK B
8:00 School Begins	9:15 School Begins
1:15 School Ends - Monday	2:30 School Ends - Monday
2:15 School Ends - Tues-Fri	3:30 School Ends - Tues-Fri
<b>A.M. KINDERGARTEN</b>	<b>P.M. KINDERGARTEN</b>
9:15 School Begins	12:35 Kindergarten Begins
12:00 School Ends	2:30 School Ends - Monday
	3:30 School Ends - Tues-Fri

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 2014-2015

## **Accidents and Illness**

If accidents or illness occur, the school will contact the parents or designated person on the health information sheet. The Emergency and Health Information Sheet is critical, and we ask that you return it and **keep it 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 a DONATE button is 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. After 3 consecutive unexcused absences, the teacher will contact parents. After 6 consecutive unexcused absences, the principal will contact parents.

## **Track Time**

Students should attend their assigned track time only. Students are not allowed to randomly switch track times.

### **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 grouped on the grass field or alternative site in inclement weather. 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.

**Houses:**

All students are divided into twelve different groups or Houses. Each house has a name and color. A free t-shirt and wristband is provided to each student as they enroll. Houses meet each Monday and students wear their t-shirt each Monday. During House meetings, students are taught prevention measures and essential life skills for getting along with others. House members are awarded points for doing good deeds. Each month points are totaled and the winning House is announced and provided a treat. Research shows that as students expand their friendship base and become part of something bigger than themselves, they tend to thrive educationally.

**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 Alpine 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. Visitor meals, including preschool children are \$3.85.

**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.

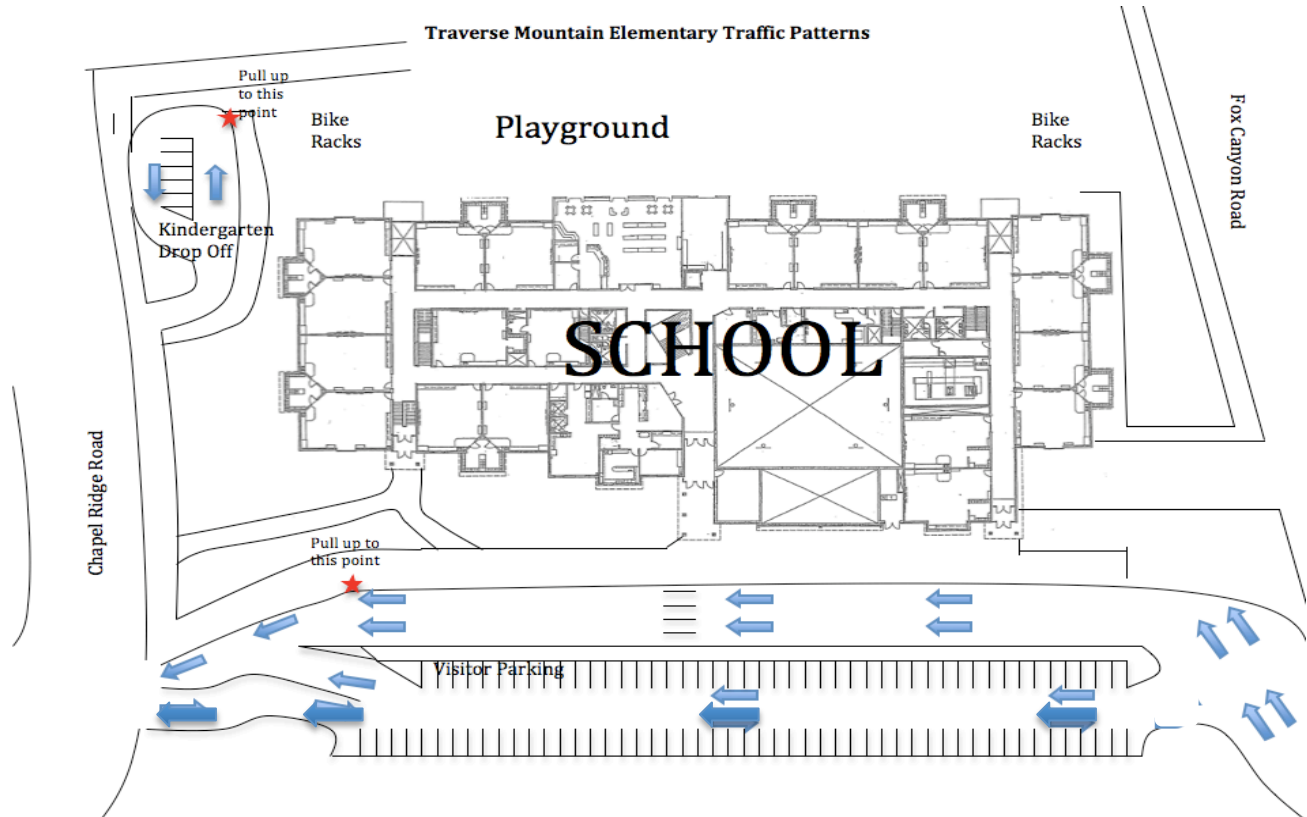
**Newsletter**

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 are waiting for a student, allowing other parents to pick up their children. **If you need to enter the school, please do not park along the drop off zone in front of the school or in the kindergarten/preschool area.** Also, please follow our procedure of "Drop & Go" 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, please park in a parking stall.

- KINDERGARTEN/PRESCHOOL DROP OFF/PICK UP - We ask that only parents of kindergarten and preschool students (and their older siblings) use the kindergarten/preschool zone at the southwest corner of the school.
- Preschool parents: Please use the 30 Minute Visitor Parking if you are coming inside to drop off or pick up your preschool child.



## 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.



## **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 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.

\* Consequences for not following procedures (depending on severity):

First time: a verbal warning will be given.

Second time: a five-minute time out will be given.

Third time: A written warning will be completed.

Fourth time: Mrs. Strong will conference with student and contact parent.

\* If any safe school violations (fighting, bullying, etc.) take place, students will be referred to Mrs. Strong immediately. Recess privileges may be taken away for an extended time.

## **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.

## **Restroom Use:**

Students may use the restroom during class time by using a hall pass provided in each classroom. During lunch and recess students are encouraged to use the restroom before exiting the building. Once students have exited the building for recess, they will not be allowed back into the building. Before school, students may use the restroom after the first bell, giving them 5 minutes to use the restroom and get to class on time.

## **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.

**Other Prohibited Acts:** Students may not:

- a. Wear, possess, use, distribute, or sell any clothing, jewelry, emblems, badges, symbols, signs, or other things which are evidence of membership or affiliation in any

gangs, secret societies, or hate groups.

b. Commit acts, or use speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in gangs, secret societies, or hate groups.

c. Use speech or commit any acts or omissions in furtherance of the interests of the gang, group, or society, including, but not limited to 1) soliciting others for membership, 2) requesting persons to pay for protection or otherwise intimidating or threatening any person, 3) committing other illegal acts or other violations of school district policies, 4) inciting other students to act with physical violence upon any other person, 5) defacing school property (books, lockers, walls, etc.)

Students who participate in other prohibited activities described above shall be dealt with in accordance with the procedures outlined in Alpine School District's Rules and Regulations.

### **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 Spirit Days at Traverse Mountain Elementary. On these days, students are encouraged to wear their school shirts or a shirt with the school color (green and silver). Some spirit days may include a special theme. We encourage school spirit and hope that you can help your child join in.

### **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.

### **School 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.

### **Tiger Light:**

If we determine it is unsafe to be outside during the school day, an inside day is called. There are three tiger lights posted on the outside of our building. If the tiger light is illuminated, it is an inside day and students will wait in the gym for school to begin. Afternoon Kindergarten students will wait on the steps under the main staircase in the center of the building. A red flag is hung inside the building to alert students of an inside day during school hours.

### **Toys, Cell Phone, and Cell Phone Watches:**

We encourage students to leave cell phones, cell phone watches, and toys at home. This includes all fidget toys and devices (i.e, spinners and cubes), as well as cell phone watches, cell phones, and electronic devices. If such items are brought to school, they must remain in the student's backpack that is stored, unsupervised, in the class's coatroom during the school day. The school is not responsible for lost, stolen, or broken electronic devices, cell phone watches, cell phones, or toys. We strongly encourage these items remain at home for safe keeping. A student may wear a cell phone watch if it remains in airplane mode during the school day. Any items or devices that are played with as a toy will be confiscated and returned to parents. Parents will need to physically come to the school to retrieve these items.

### **Website**

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



## TRAVERSE MOUNTAIN ELEMENTARY SCHOOL RULES



	<b>1. BE SAFE</b>	<b>2. BE RESPECTFUL</b>	<b>3. BE RESPONSIBLE</b>	<b>4. BE COURTEOUS</b>
AREA	I am <b>SAFE</b> when I:	I am <b>RESPECTFUL</b> when I:	I am <b>RESPONSIBLE</b> when I:	I am <b>COURTEOUS</b> when I:
<b>Before &amp; After School</b>	<ul style="list-style-type: none"> <li>*Walk my bike or scooter</li> <li>*Follow rules even though school hasn't started or is out.</li> <li>*Be safe in crosswalks</li> <li>*Remember Stranger Danger</li> </ul>	<ul style="list-style-type: none"> <li>*Allow others to walk with me</li> <li>*Follow safety monitor's Instructions (green vest)</li> </ul>	<ul style="list-style-type: none"> <li>*Park my bike or scooter</li> <li>*Get in line when the bell rings</li> <li>*Take care of personal belongings and school property</li> </ul>	<ul style="list-style-type: none"> <li>*Tell others "Good Morning" and "Goodbye"</li> <li>*Listen to others</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>*Keep hands &amp; feet to myself</li> <li>*Don't tackle or play rough</li> <li>*Stay on school grounds</li> <li>*Don't throw rocks, bark, snowballs, or ice</li> </ul>	<ul style="list-style-type: none"> <li>*Don't name-call, use put-downs, swear, or tease</li> <li>*Don't bully others</li> <li>*Follow playground supervisor's instructions</li> <li>*Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>*Report bullying</li> <li>*Speak up for others</li> <li>*Take care of playground equipment</li> <li>*Follow rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>*Include others</li> <li>*Make friends</li> <li>*Use language to encourage others (good job, you're awesome...)</li> <li>*Take turns (30 swings)</li> </ul>
<b>Hallways &amp; Restrooms</b>	<ul style="list-style-type: none"> <li>*Always walk</li> <li>*Wash my hands</li> <li>*Keep hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>*Give others privacy</li> <li>*Remember to not play in restroom</li> <li>*Keep noise level low</li> </ul>	<ul style="list-style-type: none"> <li>*Use the restroom, flush, wash hands, and exit</li> <li>*Return to class promptly</li> <li>*Use only 2-3 squirts of soap</li> <li>*Turn off water</li> </ul>	<ul style="list-style-type: none"> <li>*Hold the door for others</li> <li>*Smile at others in the hall</li> <li>*Watch for cross traffic and allow others to pass</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>*Walk to lunch</li> <li>*Walk all the way to recess</li> <li>*Allow others to pass in the Hall if there is cross traffic</li> <li>*Don't take food outside</li> <li>*Don't throw food or objects</li> </ul>	<ul style="list-style-type: none"> <li>*Wait in line quietly with hands &amp; feet to self</li> <li>*Use inside voice</li> <li>*Touch/eat only my own food</li> <li>*Follow lunch supervisor's instructions</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up all my trash (including from the floor)</li> <li>*Wipe my table area</li> <li>*Eat what I take</li> <li>*Eat at a normal pace and don't rush to recess</li> </ul>	<ul style="list-style-type: none"> <li>*Use good manners (close mouth, use fork, etc.)</li> <li>*Say "Please" &amp; "Thank you"</li> <li>*Make room for others to sit down</li> </ul>
<b>School-Wide</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet, &amp; objects to myself</li> <li>*Wear shoes at all times</li> <li>*Dress appropriately for the weather</li> <li>*Keep myself and others safe</li> <li>*Follow Safe Schools Policies</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words, actions, and gestures</li> <li>*Wait my turn</li> <li>*Clean up after myself</li> <li>*Follow directions of all faculty adults and classroom workers</li> <li>*Listen &amp; do the first time</li> <li>*Don't talk back</li> <li>*Leave cell phones, cameras, etc. off and in my backpack</li> </ul>	<ul style="list-style-type: none"> <li>*Follow school and classroom rules</li> <li>*Help others remember the rules</li> <li>*Take care of personal and school property</li> <li>*Arrive to class on time</li> <li>*Do my own work</li> <li>*Do my best work</li> <li>*Leave toys at home</li> <li>*Always tell the truth</li> <li>*Earn Positive Tiger Team Behavior Reports</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others with kindness</li> <li>*Include everyone</li> <li>*Use appropriate language</li> <li>*Follow the "Golden Rule"</li> <li>*Use good manners</li> <li>*Follow the dress code</li> <li>*Don't chew gum</li> <li>*Listen to speaker</li> <li>*Face forward and pay attention at assemblies</li> </ul>

This list was created by students and faculty on **August 27, 2012**  
Any instances of misbehavior may be referred to the principal at anytime.