

# Cedar Ridge Elementary

## School Policy Handbook

Jeremy Brunner, Principal

Chad Wiet, Assistant Principal



Dear Parents,

Cedar Ridge Elementary has a fine reputation of excellence in education. The Cedar Ridge Staff is rich with experience, innovation, and passion for educating our young people. We pledge to continue to build upon the superb education that the Cedar Ridge Families have experienced over the past sixteen years.

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

This is a great place to learn! We look forward to working with you.

Warmly,

Jeremy Brunner  
Principal

## **SCHOOL INFORMATION**

Cedar Ridge Elementary School  
4501 West Cedar Hills Drive  
Cedar Hills, UT 84602

School Office	(801) 610-8103
School FAX	(801) 763-9537
Nurse	(801) 610-8103 Extension 155
School Colors	Burgundy, Hunter Green and Gold
Mascot	Cougar
Website	<a href="http://cedarridge.alpineschools.org">http://cedarridge.alpineschools.org</a>

## **WEBSITE**

Please refer to the schools website for information about the following topics:

- Meet & Greet Your Teacher Open House
- First Day of School
- Kindergarten Assignments, Schedule & Appointments
- Back To School Night
- School Hours
- Office Hours
- Cedar Ridge Faculty and Staff Listing
- School Support Staff
- PTA
- School Community Council

## **TELEPHONES**

Please call 801-610-8103 for Cedar Ridge's Voice Mail System. Each teacher has an extension (the extension is their room number) for non-emergency messages. Please note that teachers are unable to answer their telephone during the instructional day.

## **BUS ROUTES**

The district has a new way for publishing bus routes. You may check them on the district's new bus information system: <http://bus.alpinedistrict.org>

## **KINDERGARTEN ASSIGNMENTS, SCHEDULE & APPOINTMENTS**

Class assignments and appointment times will be communicated by mail to parents during the second week of August. Kindergarten teachers will use the first five days of school to meet individually for 30 minutes with their students.

## **BACK TO SCHOOL NIGHT**

Back to school night will begin at 6:00 p.m. in the school gym located on the east side of the building. Activities will include faculty introductions, PTA business, volunteer sign-ups and classroom breakout sessions. The focus is to introduce parents to the school curriculum and programs. Parents of students in grades 1-6 are invited. The Cedar Ridge PTA will also provide information on how you can get involved, join the PTA, and more. Around 6:20 p.m. we will separate to your child's individual classrooms. Kindergarten Back to School Night will be held on Thursday, September 5th at 6:00 p.m. in the kindergarten teachers' classrooms.

## **EARLY OUT MONDAYS**

Alpine School District has pursued a philosophy of individual school improvement that is underscored by a collaborative culture focused on student learning. After collecting feedback from educators and patrons, the Alpine Board of Education adopted a district-wide Early Out Monday schedule that supports the process of collaborative teaming. Students will be excused early each Monday, enabling teacher teams to function in collaborative work. Every school in the district will enjoy the benefits of this collaborative time.

## **MISSION STATEMENT**

The Mission of Cedar Ridge Elementary

Our mission is to develop and enlighten the mind, encourage compassion and integrity and promote responsible citizenship.

The Vision of Cedar Ridge Elementary School is to empower students with the requisite knowledge and skills to soar to their potential. A challenging and differentiated curriculum will enable students to attain high achievement. The academic, social, and emotional growth of students will be nurtured and measured within a supportive educational climate. This climate will be the cornerstone of Cedar Ridge's success and will be created by a community that advocates partnerships, effective communication, and outstanding collaboration for the benefit of all learners.

## **VALUES**

We, the stakeholders of the Cedar Ridge Community, value:

- Student Achievement
- Mutual Respect
- Integrity
- Personal Responsibility
- Academic opportunity
- Communication, collaboration, and community partnerships

## **CEDAR RIDGE & ALPINE SCHOOL DISTRICT CALENDAR**

Please refer to the following calendar link for a listing of all activities at the school and Alpine School District:

[http://cedarridge.alpineschools.org/?page\\_id=27](http://cedarridge.alpineschools.org/?page_id=27)

## **ATTENDANCE**

*Excused Absences* - Any absence due to illness, death in the family, religious observance, 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 an unexcused absent and you will be notified by phone.

*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. A student has 2 days to complete the make-up work, or the assignment will remain unexcused.

*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. In some cases, a home tutor may be available.

*On Time* - It is important for students to report to school on time. Children coming late to school should report to the office and checked in by parents before reporting to the classroom. The end of year perfect attendance awards will not be awarded to students with tardies.

*Mid-Day Checkout* - 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.

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

## **ARRIVAL AT SCHOOL**

Kindergarten students' entrance to the building is through the West doors of the building.

Grades 1-6 will enter the Main doors to the building and continue to walk out to the playground. Classes will be assigned a number that they will line up behind and teachers will come out to greet and gather students at the first bell.

Inclement Weather: A "Red Flag" will fly outside the main entrance Students will enter through the main doors and go down the north hall until they reach the gym. Classes will line up in the gym behind their assigned names.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, POGO STICKS, HEELYS, & SCOOTERS**

Students who ride bicycles to school are expected to observe the following rules:

- a. Follow traffic rules
- b. Park in racks with bicycle locked (at owner's risk)
- c. Walk bicycles on and off school grounds

Students may lose their eligibility to ride their bicycles if rules are not followed.

Skateboards, Scooters, Pogo Sticks, Heeleys, Roller blades or other wheeled modes of transportation should not be used at school by students.

## **BOOKS & SUPPLIES**

All textbooks are loaned to students free of charge with students being held responsible for loss or damage. Check with your child's teacher for a recommended list of school supplies. Supply lists can be accessed on our website during July and August.

## **BUS INFORMATION**

Children should not arrive at a bus stop more than five minutes before the bus arrives. Pupils being transported are under the authority of the bus driver. The bus drivers share the mutual interest of parents and staff for the safety of the child and should be given due respect by all students.

BUS RULES include:

- Be on time for the bus, but no earlier than five minutes prior to bus time.
- If you miss the bus, go directly home. Have a family plan for this possibility.
- Stand a safe distance from the curb.
- Get in line when the school bus is approaching, ready to board the bus.
- Remain seated when bus is in motion.
- Keep hands, arms, head and objects inside bus windows.
- Leave bus only at regular bus stop.
- Talk in normal tones so the driver can hear.

- Eating and drinking on the bus is not allowed.
- School projects and animals accepted only with prior approval.
- Always have a plan of where to go if parents are not home after school.

*Bus Discipline* - Continued referrals for misbehavior will lead to a loss of bus privileges.

Late Buses: When we expect a bus to be more than 15 minutes late, all students will be afforded the opportunity to call parents and inform them. School personnel will supervise students delayed by a late bus until the bus arrives.

## **CITIZENSHIP PROGRAM**

Cedar Ridge Elementary School's faculty and staff are committed to the development of a positive discipline management program based upon Alpine School District Board policy #5060. Emphasis is placed upon the positive rather than the negative. Rules of discipline are developed to help ensure the learning, safety and well-being of our students and faculty.

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.

The school expects each student to follow acceptable standards of behavior as set by the Alpine Board of Education.

1. Students will not cause or attempt to cause damage to school property or attempt to steal property.
2. Students will not cause or attempt to cause damage to private property or steal private property.
3. Students will not cause, attempt to cause, or threaten to cause physical injury to another person.
4. Students will not have in their possession, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object.
5. Students will not have in their possession, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
6. Student will not be in possession of or use tobacco.
7. Students will not cause commit an obscene act or engage in habitual profanity or vulgarity.
8. Students will not cause disruption to school activities, instructional programs or other aspects of the school day.
9. Students will not willfully defy the valid authority of school personnel.

Students who disobey the rules will receive a warning. Each student will be considered individually. The administrator will consider past history or violations, severity and circumstances. Based on the administrator's findings the child's behavior may lead to one or more of the following disciplinary actions:

- Reprimand
- Loss of privilege
- Individual student contracts
- Parent notification via phone
- Parent/Student/Teacher Conference
- Principal/Student Conference
- Buddy Classroom
- Parent/Teacher/Student/Principal Conference
- In School Suspension (ISS)

## **CHECKING STUDENTS IN AND OUT/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.

## **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 resolution to your concern, then a meeting can then be scheduled with the teacher, principal and parent. We ask that parents schedule an appointment through the school office and refrain from conferencing with the teacher during instructional time. Our teachers' first responsibility is to teach and attend to the children.

## **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, planner and school folders on a daily basis. Look for information regarding classroom, school and community matters. Whenever you have a question regarding Cedar Ridge, please call.

Wednesday Folders- Students will bring these home each Wednesday.

Student Planners- Grades 4-6 have student planners to track their own assignments.

Students' Grades- Students' grades and attendance are accessed via the Internet through 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 news that you can use. Our school website is <http://cedarridge.alpineschools.org>.

Parent Teacher Conferences- These will be held in October and February.

Voice Message- You may leave a voice message for the teacher or principal.

Email- Check our website for email addresses of teachers and administration.

Facebook- We are on Facebook! <https://www.facebook.com/CedarRidgeElementary>

Twitter- Receive quick updates of events by going to [www.twitter.com/cedarridgeelem](http://www.twitter.com/cedarridgeelem)

## **DRESS CODE**

Casual dress is appropriate for school, however, it is important that 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 advertisements, etc. are not appropriate).
- 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.
- Noticeable makeup or unusual hair coloring is disruptive to the educational process and not appropriate for elementary students.

## **EMERGENCY INFORMATION**

In the event of an emergency, the policy at Cedar Ridge School 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 Lone Peak High School.

Students may only be released to their parents or to another responsible person. 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).

### **EXTENDED DAY**

Cedar Ridge School uses an Extended Day productivity schedule. This schedule divides the student body into two Tracks

#### Track 1 Mondays:

Kindergarten AM, 8:00am - 10:45am

Kindergarten PM, 11:20am - 1:15pm

Grades 1 - 6, 8:00am - 1:15pm

#### Track 2 Mondays:

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

Kindergarten PM, 12:35pm - 2:30pm

Grades 1 - 6, 9:15am - 2:30pm

#### Track 1 Tuesdays-Fridays:

Kindergarten AM, 8:00am - 10:45am

Kindergarten PM, 11:20am - 2:15pm

Grades 1 - 6, 8:00am - 2:15pm

#### Track 2 Tuesdays-Fridays:

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

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

Grades 1 - 6, 9:15 - 3:30pm

On the Modified Schedule, students half of the students receive ninety minutes of instruction at the first of the day or the end of the day depending on their track. This year due to the economic crisis our class sizes will increase in some grade levels. Our average class size is 27. Additional students entering the school must be absorbed into current classrooms after the October 1st funding deadline.

### **FIELD TRIPS – PERMISSION AND FEES**

Students without written permission to participate in a field trip will be placed in another classroom during the field trip. Parents may obtain assistance with field trip and class activity fees by submitting an application for a fee waiver to the principal. It is not permissible for parents to bring younger siblings when they are supervising a fieldtrip. The parent's full attention should be given to the safety of the children they are supervising. All parents who desire to chaperone for a fieldtrip need to request a background check in the office for a \$15 fee to receive clearance for fieldtrips and other activities.

### **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.
- Restlessness at night, red, watery eyes, flushed face, headache and swelling on the face are often signs of oncoming illness and the child should not be sent to school.
- 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 aide responder determine 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 card to arrange transportation. For legal purposes, the school nurse or faculty does not 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 medication/pills, whether they are prescription or across-the-counter medications, must be held in the school 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.
- The parent or legal guardian must bring all prescription medication to the nurse or the secretary in the office.

### **VISION AND HEARING SCREENING**

During the fall of each school year, the district conducts a vision and hearing screening, according to the student's grade level. A physician referral form will be sent home if it is determined that further evaluation is necessary. If at any time during the school year you wish to have your child's vision or hearing status rechecked, please contact the school and they will put you in contact with the appropriate person.

### **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 (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.

### **GRADING/COMPUTER TRACKING**

The following is the school's standardized grading scale:

<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3-6 Scale</u>
Y=mastery	O 93	A 93
P= Partial mastery	O- 90	A- 90
N= Needs Support	S+ 83	B+ 87
	S 75	B 83
	S- 65	B- 80
	N Needs Improvement	C+ 75
		C 70
		C- 65
		N Needs Improvement

Students' grades and attendance can be accessed via the Internet. You will need the Student's ID# and password. This information is sent to parents at the start of the school year. You may access Skyward from either the Cedar Ridge website or the Alpine School District website.

### **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. Permission will be granted through a new online process this year. Please note the school staff is committed to supervised use of these resources. Improper student use of Internet Resources will result in disciplinary action.

### **LIBRARY**

Children will have the opportunity to visit the library weekly as a class or by obtaining a pass from their classroom teacher. Books will be circulated for a week, with two renewals, if needed. Each child is responsible for items checked out. There will be a charge for lost or damaged materials. A student with an overdue library book is not allowed to check out additional books until the overdue book is returned. A student's final report card may be held until a lost book is paid for.

### **LOST & FOUND**

Students should write their names, in ink on the labels of their coats, sweaters, lunch pails, etc.

Found articles are placed in the lost & found box in the southeast entrance to the playground of the school. Please encourage your child to check this box. Smaller items, such as glasses, watches, jewelry, change purses, keys, etc., are taken to the school office and kept there for at least two weeks.

Unclaimed articles left in the classroom for at least two weeks will be placed in the lost and found box. Items not claimed will be donated to charity the week following each grading period.

### **BREAKFAST & LUNCH PROGRAMS**

Students may purchase a hot lunch or they may bring their own lunch from home. The cost for a school lunch is:

Student Lunch	\$1.75
Milk	\$ .30

To purchase a lunch, send a check (Alpine Food Services) or cash to school with your child. Students are assigned a computer identity number, which allows them access to their own lunch account. Lunch accounts are carried from one year to the next including from elementary to secondary. When the account is down to one lunch left, the child will receive a stamp or a note will be sent home informing the parent that more money is needed.

### **AUTOMATIC MEAL PAYMENTS**

For a fee, parents may choose the convenience of paying on line at <https://www15.mealpayplus.com/default.aspx>. Parents can view the lunch balance when they register on this web page at no cost.

### **FREE OR REDUCED LUNCHES & BREAKFAST**

Application forms are being sent by the Alpine School District to homes with a letter to parents or guardians. To apply for free or reduced price meals, you may either send the application in the mail to Alpine School District, Food Services, 490 N. State Street, Lindon, UT 84042, or access forms at <http://>

[alpineschools.org/departments/nutrition-services-lunch](http://alpineschools.org/departments/nutrition-services-lunch). For questions, please contact the Food Service Office at 801-610-8031. Families on free or reduced lunch at the end of school last year at any Alpine District School will remain on the program for 30 days. Reapplication must be made for the families to remain qualified.

### **LUNCH CHARGES**

Students may only be allowed to charge two lunches. To avoid calls from the lunchroom clerk, watch for the stamp on the hand and send money the following day

- Students without a lunch should report to the school office by 10:30 a.m. so that other arrangements can be made.
- Classrooms will not be interrupted in the morning for parents delivering lunches.

### **LUNCHROOM / RECESS STUDENT EXPECTATIONS**

In the lunchroom, students are expected to remain seated, eat their lunches using good manners, talk respectfully with their classmates, and clean their area when finished eating. They are required to listen quietly when the lunch aides give directions and to walk when entering or leaving the cafeteria. Food should not be taken out of the lunchroom to the playground.

Students will be given fifteen minutes to eat their lunch. At the end of the fifteen-minute period, students will be excused as a table. Prior to leaving their table, students will need to clean their area and pick up any garbage that needs discarded. Those students needing more time to eat will be allowed to finish their lunch. Students will then be given recess.

During recess, students have an opportunity to play appropriately with their classmates. They may choose to play safely on the equipment, join in various field games or simply socialize with their friends. Contact sports are not allowed. During extreme weather conditions, students may be directed to their classrooms and supervised by teachers and aides. Students are expected to follow directions from the aides throughout the lunch and recess periods.

### **MAKE-UP WORK**

When students are absent or out of the classroom (student council, doctor appointments, nurse's office, etc.), it is the student's responsibility to talk with their teacher to obtain missed assignments. Teachers will cooperate with the students in accepting their assignments. It is the student's responsibility to acquire, complete and turn in missing assignments.

Parents requesting assignments for absent children must make the request before 10AM of the day they would like to pick up the material in the office after school.

### **PARTIES AT SCHOOL**

Room parents and teachers will coordinate the scheduled parties and should not exclude groups with differing religious backgrounds. 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 needs to be commercially prepared and packaged.

### **PARTIES AWAY FROM SCHOOL**

Students often invite classmates to special celebrations outside of school - most commonly birthdays. Please note that we discourage students from distribute these invitations at school. This can often cause hurt feelings within the classroom.

### **PERIODIC PROGRESS REPORTS**

Teachers can use periodic Progress Reports in order to notify parents of general trends in student work habits and/or achievement. These reports can be sent at the teacher's option at the mid-point of each grading period, or other times as needed.

### **PHYSICAL EDUCATION**

Loose and comfortable clothing appropriate to the weather should be worn on PE days. For the safety of the student, tennis shoes are required.

### **PROHIBITED ITEMS AT SCHOOL**

Items that are not connected with the school program (radios, toys, games, etc.) are to be left at home. Weapons and look-alike weapons, including pocket knives, are not allowed at school.

### **REPORT CARDS**

Report cards will be distributed at the conclusion of each trimester.

### **SEP CONFERENCES**

Individual SEP (Student Education Plan) parent-teacher conferences are scheduled for parents of students, K-6 grades, during October and February. See Calendar for dates. Parents are strongly encouraged to attend.

### **SPECIAL ACCOMMODATIONS**

If you or your child has disabilities that require special accommodations, please contact the school principal.

### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; 2) has record of such impairment; or 3) is regarded as having such an impairment. The Alpine School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district. Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact Principal Jeremy Brunner.

### **SPECIAL PLACEMENT REQUESTS**

The administration is anxious to provide equal opportunity to all students, as well as meet the needs of the one. To achieve fairness, the school is responsible in bringing about a proper balance of classes with regard to size and ability span. No one area can be overlooked without producing inequity for students and teachers. With these factors and goals in mind, the educational staff has compiled class groupings. Careful thought was given to unusual circumstances that warranted consideration in student placement.

If a parent has made a special request for a track, and it cannot be granted, the school places your name on a waiting list. Once the school year has started, we ask that you give your child a six-week probation period before making any special requests, and request you to work with the teacher on concerns you may have.

While the administration would like nothing more than to grant all parent requests, it is sometimes impossible as a result of classes being scheduled to capacity.

### **TEACHER ASSIST TEAM**

The purpose of the Teacher Assist Team (TAT) is to discuss any problem that a student may be having, including (but not limited to) academic, behavioral, social, emotional, motivational, health, etc. The goal of the TAT Team is to provide direction and assistance in dealing with the concern. The TAT Team assists and provides ideas for Tier 2 Interventions and measures the interventions success. The TAT process provides an opportunity for concerns to be discussed and alternative plans to be suggested by a team of educators and parents as partners in the child's education.

### **TELEPHONE AND MOBILE DEVICE USE**

Electronic mobile devices may be used in school with the teachers permission. They are not allowed during lunch or recess. The use of electronic devices is governed by the Alpine School District Acceptable Use Policy. Inappropriate use may result in a device being confiscating. Confiscated electronic devices may be picked up by the parent from the office. The school will not be held liable for devices that are lost, broken or stolen while at school.

### **TRAFFIC SAFETY**

General Guidelines:

- Please do not park and leave your car in red, yellow or crosswalk zones. The continual flow of traffic and busses is very important in these areas.
- Please do not ask your children to run across the street, or in-between busses or cars. Parents and children should use cross walks, and where possible cross with the crossing guard.
- Parking stalls in front of the building and in the center of the kindergarten drop off area are designated for parent parking. Parking stalls can also be found on the east side of the school.
- Avoid blocking traffic by organizing your child before leaving school (i.e., lunch money, parent notes, etc.).

### **FRONT PARKING AREA**

- The red curb is for unloading and loading only.
- Students should not move between cars but should use the curb or the cross walk in the middle of the parking lot to access car loading and unloading.
- The front east circle is a Bus Only Zone. Please do not use this area for loading and unloading students.

### **WEST KINDERGARTEN AREA**

- Always drive in the direction of the arrows.
- All Kindergarten students being picked up will be held by the fence (up to 8 minutes after school) until a parent has pulled up to the yellow curb.
- Kindergarten children should not go into the parking lot unless accompanied by a parent.
- You may wait at the curb for your child, but you should pull completely forward to allow for others to wait.
- If you are blocking traffic next to the yellow curb, you should pull out and park in a designated stall, or move out and circle again.

- Pull into parking spots provided as indicated by the arrows. Please help keep traffic flowing
- Please do not backup. If you backup at any time, you increase the chances of a child getting hurt.

## **VOLUNTEER**

There is a menu of opportunities for you to be involved at Cedar Ridge. You may assist in the classroom, Cedar Ridge PTA, School Community Council and the Library to name a few.

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 Cedar Ridge. Often younger siblings can be a distraction to the teacher, students and learning within the classroom. Children are not allowed in the teacher's workroom due to safety concerns.

Please make certain that when you volunteer, that you sign the PTA volunteer logbook in the office. These hours help Cedar Ridge PTA to qualify for non-profit tax status as well as qualify and acquire PTA lobbying time at the state capital for educational issues.

## **VISITORS**

All visitors are to enter the school by the North Main Entrance and must first report to the school office and sign the register. Visitors will also be asked to wear a "Visitor Badge". Our teachers have been instructed not to allow visitors in the classroom without office approval. This rule is for the protection of your child and is required by State Law. All volunteers are expected to exit the building in the event of a fire drill or an emergency.

School-age children cannot participate in school activities unless registered at Cedar Ridge.

## **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. The secretary will then prepare a withdrawal form for the parent to take to the new school. 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 and fax number.

## **REQUESTING A CHANGE IN TEACHERS**

We have amazing teachers at Cedar Ridge Elementary. However, there are times when parents may think that switching their child to another teacher's class would be a good idea. Here are the steps parents must take to request a change in classrooms:

1. Meet with the teacher and discuss your concerns.
2. Meet with the principal, the teacher, and your child.
3. Give the teacher 10 school days to resolve the situation with you and your child (We may make exceptions to this around the end of a trimester).
4. If you are still requesting a change, meet again with the principal and the teacher.
5. The principal will make the final decision.
6. If a change is approved the parent must meet with the new teacher before the child begins in his or her class.

## **SCHOOL FEES NOTICE**

### *FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES*

(If you need assistance with understanding this document, please contact the school principal)

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (even though the grade may be part of a middle school). You cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals or milk. All information, which you provide in application, will be kept confidential.

State law and State Board of Education rules do not permit school to charge fees for anything that takes place during the regular school day! Fees may only be charges for programs offered before or after school, or during school vacations. If your family's assets do not exceed the statewide fee waiver asset limits and your child is eligible for free school lunch or receives SSI payments, or if you are receiving AFDC or if the child was placed in your home by the government as a foster child, the school must waive the fees. A school administrator may require your family to complete a Statewide Fee Waiver Questionnaire even if you satisfy the income eligibility guidelines for fee waivers. The conclusion of this asset test may determine your student's eligibility for fee waivers. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you might be eligible for a waiver even if other eligibility criteria are not met. If your local school board allows your school to charge fees, a Fee Waiver Application (Grade K-6) and, if required by your district, a Statewide Fee Waiver Assets Questionnaire, are enclosed. Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). No child may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip though some may not have made a donation.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed:

School telephone: 801-785-8726  
Mr. Jeremy Brunner

Utah Issues Information Program, Inc.  
330 West 500 South  
SLC, UT 84101

District telephone: 801-610-8400

801-521-2035 or 800-331-5627  
Utah Legal Services, Inc.  
1-800-662-4245

## **A MESSAGE FROM YOUR PTA**

Your support is what makes the Cedar Ridge PTA so successful! There are several ways you can help with PTA:

1 – Join. Your membership really makes a difference when it comes time for lobbying at the legislature on important issues. The more members we have the more time we have on the floor of the state and national capitals to lobby for the interest of our children.

2- Volunteer. PTA sponsors many programs including: Red Ribbon Week, Teacher appreciation, SEP dinners, Reading Program, Math Focus, Book Fairs, Walk-A-Thon, Maturation, and Reflections. Sign up to help with these different programs.

3 – Attend the monthly PTA meeting to stay informed. Who can attend the meetings? Everyone is invited. Look for the meeting dates in the school newsletter.

## **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 their district's website at <http://www.alpineschools.org>. For school information, please access our website at <http://cedaridge.alpinedistrict.org> Please do not hesitate to call on us at any time for assistance.