

Canyons School District School District

EAST MIDVALE ELEMENTARY

2016-2017



Parent Handbook

Justin Pitcher, Principal
Angela Wilkinson, Assistant Principal

September 2016

Board of Education

Sherril H. Taylor • Steve Wrigley • Nancy Tingey • Robert J. Green
Amber Shill • Claren Arnold • Chad Iverson

Superintendent

Dr. James Briscoe

August 24, 2016

Dear East Midvale Families,

East Midvale Elementary Celebrates its 51th anniversary of educating students within the Midvale community. Many of our students have parents that attended East Midvale Elementary and we look forward to serving many future generations. In fact, our very own head secretary sent her children and now her grand children to this beloved school. We find this is a common theme with our East Midvale community and it has become one of our greatest strengths.

We have spent the past two years simplifying our mission to provide the highest quality of education possible for our beloved students. We have centralized our focus as teachers on increasing our effectiveness on positive behavior interventions and supports, professional learning communities, and academic and behavior coaching for our teachers. We will be increasing our effectiveness of explicit instruction as we focus specifically on teaching the most essential grade level standards. As an entire school we stand behind this mission and are each committed to doing our very best every day.

East Midvale Elementary teachers and staff support the Community Schools Model to education based on the following five pillars: 1) Academic Learning, 2) Youth Development, 3) Parent Engagement and Support, 4) Health and Social Services, and 5) Community Partnerships. We feel that engaging in all five of the pillars will help us get the conditions right which in turn will produce greater success in mastering the content by our students.

Over the course of the past two school years, we welcomed 24 new teachers, 4 new brain booster teachers, 1 Community School Facilitator, 1 Achievement coach, 2 new Social Workers, 6 new Intervention Assistants, and an assistant principal. They have come to East Midvale Elementary from as far south as Patagonia up to the reaches of northern Michigan. Our entire staff has had to rely on each other beyond the classroom. We thank our East Midvale faculty and staff for making East Midvale Elementary feel like home. We are a family who have embrace a culture of caring and kindness. We celebrate that there is laughter in the hallways, classroom, and in the faculty room. We also know that happy teachers make for happy schools and happy schools are caring schools where students feel at home. Some of our students arrive as early at 7:30 am and do not leave until after 5:30 pm. Our students eat breakfast, snacks, lunch, and dinner at East Midvale Elementary. They feel as though this is a home away from home.

In the poem Home, by Edgar Albert Guest, he writes,

It takes a heap o' livin' in a house t' make it home,
A heap o' sun an' shadder, an' ye sometimes have t' roam
Afore ye really 'preciate the things ye lef' behind,
An' hunger fer 'em somehow, with 'em allus on yer mind.
It don't make any differunce how rich ye get t' be,
How much yer chairs an' tables cost, how great yer luxury;
It ain't home t' ye, though it be the palace of a king,
Until somehow yer soul is sort o' wrapped round everything.
Ye've got t' love each brick an' stone from cellar up t' dome:
It takes a heap o' livin' in a house t' make it home.

We hope that our parents and students understand that we feel this is their home away from home. We want our parents to be a part of what takes place on a daily basis at East Midvale Elementary. So please come and volunteer as much time as you can. We look forward to hosting activities throughout the year that will enhance parent and student understanding about how great East Midvale Elementary is. Some of the activities you can count on throughout the school year include: Popsicles with the Principal, Red Carpet on the first day of school, Back to school night, parent teacher conferences, Halloween Parades, Turkey Trots, the Holiday extravaganza, diversity night, Dr Seuss Week, Read-a- thons, family fitness nights, and many more.

In addition, East Midvale Elementary is committed to engaging fathers in the classroom through the use of our WatchDOGS, PTA, and School Community Councils.

We also celebrate the increase of positive interactions with parents and students on a regular basis through our School wide use of a Principal 200 club and the Student of the month recognitions. We have positively recognized nearly every one of our students and celebrate the fact that we have preserved the time teachers and students work together through effective Multi Tiered Systems and supports.

To our students, our parents, and our community partners, we say come home and learn with us.

Sincerely

Principal: Justin Pitcher

Assistant Principal: Angela Wilkinson

2016 – 2017 Parent Handbook

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Communication

Communication is critical for a successful year at East Midvale Elementary. Here are some ways to keep up to date on what's going on here at school!

School Website

Our Website is an excellent source for everything you need to know about our school. Visit regularly to get up to date information regarding East Midvale, PTA, and our school's Community Council.

Website: <http://eastmidvale.canyonsdistrict.org>

Facebook: [facebook.com/pages/East-Midvale-Elementary/139924322706213](https://www.facebook.com/pages/East-Midvale-Elementary/139924322706213)

Twitter: [@EastMidvaleElem](https://twitter.com/EastMidvaleElem)

Thursday Folders

Each class sends home a Thursday Folder with important papers that might include: classroom newsletter, school related meetings, field trips permission slips, school lunch menu, Newsletter, and information about school holidays or events.

East Midvale Eagle's Eye Newsletter

The school newsletter is published monthly and is a school-wide newsletter with important dates and news information. It is sent home in the Thursday folder and emailed. A copy is also available on our school website, Facebook, and Twitter.

Teacher E-mail

The faculty at East Midvale has been directed to check their e-mail daily. While it is not always possible to respond immediately to e-mails, teachers will do their best to respond in a timely manner. If you have an urgent issue that needs immediate attention, please contact the office at 801-826-8350, for assistance.

Teacher Conferences

The faculty at East Midvale are always open to input and encourage you to write or call for a conference whenever you have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address concerns and questions early, before they become problems.

Talking with the Principal

Parents or community members who have concerns or suggestions can call, write, or send an e-mail to either the Principal or Assistant Principal, who are committed to providing a timely response. In addition, Mr. Pitcher

and Mrs. Wilkinson both have an open door policy. If you are in the building and would like to speak with either of them, speak with the school secretary to see if they are available.

School Instruction Hours

Regular School Hours: Monday – Friday

All school days for elementary students are 6.5 hours unless otherwise noted.

First Bell: 8:15 AM

Tardy Bell: 8:20 AM

Dismissal: 2:55 PM

All students receive 15 minutes of recess time and 40 minutes of lunchtime. Students will be required to stay seated in the cafeteria to eat their lunch for 17 minutes before being dismissed to the playground.

Attendance

Please make sure that your student arrives on time each day and arrangements are made for students to leave immediately after dismissal.

The Utah Compulsory Education Law states that students have to be **in school and on time every day**. If someone is sick, parents have to call the school and make arrangements to get homework so your students don't get behind. It is very important that students are in school on a regular basis. Being absent or tardy on a frequent basis will lead to disciplinary measures related to Truancy. What may happen if you are frequently absent or tardy?"

- Loss of Perfect/Outstanding Attendance Award
- Phone Call
- Parent Conference with East Midvale Elementary Administration
- Truancy letter #1, #2, and/or #3 (Certified mail) sent to parent/guardian
- Possible visit by Canyons District Truancy officer
- Required attendance at Canyons District Truancy School at the Canyons Family Center.
- Possible court involvement (Class B Misdemeanor)

Curriculum

The Utah State Office of Education establishes our core curriculum in each subject and at each grade level. For more information about Utah's Core Curriculum and additional resources to support your child's education, please visit the Utah Education Network website:

<http://www.uen.org/core/>

Teachers at East Midvale Elementary use a variety of district-approved textbooks and programs in order to teach the Standards and Objectives outlined in the state core.

Language Arts and Reading

Canyons School District and East Midvale Elementary are implementing the new Utah State Common Core for Language Arts and Reading. It will be implemented school-wide. In order to give students multiple strategies to become proficient readers and writers, a basal from Pearson Reading Street and Language Central has been adopted and will be used to accomplish this goal. This program is based on the new core and covers all areas of reading acquisition including the “big five” of alphabetic principle, phonemic awareness, vocabulary, fluency and comprehension. This approach incorporates the skills of reading, writing, thinking, speaking, and listening. Spelling will be based on word study and will be incorporated into each weekly lesson. Social studies and science instruction will also be integrated into the Reading Street Curriculum so that students are able to make connections to the world around them. We will also provide a free database of reading materials through the use of an online computer program called MyOn. We also provide skill based instruction five days per week with the help of intervention assistants that work with the classroom teacher to provide proper differentiation and interventions for all students.

Mathematics

In order to gain deep mathematical understanding, teachers will utilize Envision Math 2.0 curriculum, and provide students opportunities to learn math skills in context of their real world experiences. Through critical thinking activities, teachers create opportunities for students to solve problems, communicate multiple strategies, demonstrate skills, and explain their thinking. Teachers guide the learning process in their classrooms and manage the classroom environment through a variety of instructional approaches and supplemental materials directly tied to the Utah State Math Core and to the individual needs of their students.

Science

Through experiments and demonstrations, students have the opportunity to experience science hands on. In addition to traditional science instruction, teachers often use technology to enhance their instruction. Students have access to many additional resources to expand their learning on their own through our school library. Our

Engineering and Technology Brain Boosters will also be used to enhance the science curriculum.

Social Studies

The Social Studies curriculum is organized around the child’s expanding world. The Kindergarten, first and second grade curriculum is mostly focused on families, neighborhoods, and communities. The third, fourth, and fifth grade curriculum is mostly focused on the history of our state, nation, and world. The Reading Street Curriculum will also aid students in accessing these points as well.

Fine Arts

Our students enjoy both Music and Visual Arts Instruction during the Art Brain Booster which is partially supported by a Beverly Taylor Sorenson Art Grant. Instruction in both classes is provided by certified staff members. Prominent artists and techniques will be taught as well as a historical perspective. Students also receive bi-weekly music instruction by a music specialist.

Recess

Our recess is supported through a partnership with Playworks. Our Playworks coach organizes engaging activities during recess to provide an organized recess setting that includes foursquare, tetherball, soccer, relays, dance, running, active play on the playground and various other activities. The Playworks Coach also supervises our Junior Coaches and provides Class game times for each class on a regular basis teaching and developing pro-social behavioral skills to all of our students and teachers.

Assessment

Curriculum Based Measure: CBM- (Grades K-5)

The *Curriculum Based Measurement* is used to assess students’ reading fluency. Students in all grades are assessed on grade level three times throughout the year in order to record benchmarks and monitor progress. Students who score below benchmark level are progress monitored at their level to track their growth on a regular basis by teachers and intervention assistants. This allows teachers to fine tune instruction to the individual student’s needs. Our kindergarten students will be assessed on their First Sound Fluency and Phonemic Segmentation. First Grade Students will be assessed on their Nonsense Word Fluency, and Daily Oral Reading Fluency. Second, Third, Fourth and Fifth Grade Students will be assessed on Daily Oral Reading Fluency.

Scholastic Reading Inventory: SRI- (Grades 4-5)

The *Scholastic Reading Inventory* is a computerized comprehension assessment tool that assesses student Lexile reading levels and monitors student progress. Student read a variety of passages and answer questions to demonstrate comprehension skills. Teachers use these results as an additional point of data to assure that students are accurately assessed.

Common Formative Assessment: CFA (Grades K-5)

Students will be assessed using Canyons District Common Formative Assessments that are measures of what students are learning through the use of the Reading Street and Language Central Curriculum and tied to the Utah Common Core State Standards. These are offered at the end of each unit and followed up with weekly assessments.

Lexia (Grade K-3)**Imagine Learning (K-5)****CBM- (Grades K-5)**

The *Curriculum Based Measurement* is used to assess students' math fluency. Students in all grades are assessed on grade level three times throughout the year in order to record benchmarks and monitor progress. Students who score below benchmark level are progress monitored weekly at their level to track their growth. This allows teachers to fine tune instruction to the individual student's needs. Kindergarten and First Grade students will be assessed for Quantity Discrimination Measure. First Grade students will also be assessed on Missing Number Measure. Second, Third, Fourth and Fifth grade will be assessed on Mathematical Computations and Mathematical Application measures.

Reflex Math (Grades 2-5)

Reflex Math is an online mathematics practice program available to students at home at school to enhance their mathematics fluency. Please ask your teacher for online access.

Standardized Tests

A standardized test is a test administered and

scored in a consistent manner in order to eliminate unexpected variables. These scores can then be compared accurately with other populations across the state, and throughout the nation.

End of Level Tests- (Grades 3-5)

Each spring, students take a series of criterion-referenced tests called SAGE (Student Assessment of Growth and Excellence) to evaluate and assess their learning throughout the year. Students are tested on standards and objectives from the Utah State Core Curriculum and results are compared on School, District, and State levels.

Report Cards/Parent Teacher Conferences

Parent/Teacher Conferences are scheduled for September 28th and 29th, 2016 and February 15th and 16th, 2016. You will receive more information about scheduling a 20-minute time period to meet with your child's teacher. We use an online scheduler available on our school's Home page: <http://eastmidvale.canyonsdistrict.org/index.php>. Report cards are given out in November and March.

Special Programs**Family Literacy Center**

The mission of the Family Literacy Center is to: Provide families with the opportunity to participate, understand, enjoy, and value the education their children receive in the Canyons School District; Give parents the necessary tools their children need to be career, college and citizenship ready.

The Family Literacy Center at East Midvale Elementary is a space where all parents can become involved in their student's education. Books and computers are available for use for free, and student advocacy specialist is available to help during center hours. Parenting workshops and technology classes are also held regularly and children are always welcome. This is a great time to come to the school and check out our parent resource items, books, CD's, tapes and magazines. It is also a great time to practice your English, get homework help, work on school projects, or utilize the Internet and computer. Please contact the front office for more information.

Library Media Center

East Midvale has a fully staffed library. Students have the opportunity to use the Library with their class during the Brain booster time, and may also make arrangements with their teachers to use the library during appropriate times throughout the week.

Computer Lab

East Midvale has two fully equipped computer lab that students can access with their teachers. Each grade level also has access to laptops, iPads, and Chromebooks that can be used in the classroom. We have an Educational Technology Specialist in the building each day to train teachers how to use technology in the classroom more effectively, and integrate technology throughout the day.

Special Education Services

Students who qualify for special education services have academic, physical, and/or emotional need that require specialized learning programs. The special education staff works closely with parents and classroom teachers to identify, test, and develop programs to meet the individual needs of students. If you have concerns about your child's progress, please speak with the classroom teacher. We have two full time special education teachers.

Speech and Language Services

Our speech therapist provides services for all qualified students from kindergarten through fifth grade in the areas of articulation, language, voice, and fluency. If you feel your child may qualify for service, please contact your teacher or the school.

School Psychology Services

Our school Psychologist provide small group and one on one supports for students that have specific academic and behavioral needs. If you feel your child qualifies for services, please contact your teacher or the school.

Social Work Intern from the University of Utah

Our social work intern provides students additional Social Services supports to students and teachers.

Community School Coordinator

Our Community School Coordinator reaches out to the community to gain greater community support from our parents and community. They also coordinate the work within grade levels, care coordination team efforts, and ensure that our community is well informed regarding the events going on in the school.

Valley Behavioral Health Therapist

We are luck to provide student that are in need of Valley Behavioral Health services at East Midvale Elementary during and after school. This provides students the

opportunity to receive the appropriate services without sacrificing as much academic time.

Take-Home Library

All students at East Midvale may bring home books from our Take-Home Library. This library includes over a thousand titles that are geared toward providing a high interest book that is on your child's independent reading level. All classes in K-3 use this resource and classes in 4 – 5 use this library based on student needs and teacher preference. Students benefit most when parents read with them.

Student Council

Each class in 4th and 5th grade elects on student council representative. These students are selected based upon their ability to be Safe, Respectful, and Responsible. They are expected to be examples of what is expected of every student at East Midvale Elementary. The student council has the specific task of promoting school spirit and has the opportunity to attend a special student leadership conference with schools all across the state.

Safety Patrol

Any student in 4th and 5th grade can apply to assist fellow students and patrons by becoming part of the school Safety Patrol. Students must commit to assisting those coming to and leaving school each day. Students are part of a team to ensure safe walking procedures before and after school. These students are also selected on their ability to be responsible students and set positive examples for their classmates. They are also invited to attend a special field trip at the end of each school year to the ZOO and a tour of the Oxbo Jail.

School Broadcast Team

Any student in 4th and 5th grades can apply to be a part of Eddie's Excellent News Team. Responsible students can become anchors, set/tech crew, and camera operators for the live newscast on Tuesdays and Thursdays.

Be Involved at East Midvale

Schools are a reflection of their community. We encourage parents and guardians to choose to become involved at East Midvale Elementary School. You are crucial to the outstanding success of our school. It is through the efforts of parents and guardians that the educational program at East Midvale is greatly enriched. There are many opportunities for parents to join this dynamic community.

Volunteers

Volunteers at East Midvale Elementary are to have exemplary behavior, thus setting good examples to the students and staff.

- In order to account for everyone in the building at all times, Canyons District Policy requires all volunteers (and visitors) to check in at the office, providing all information requested on the online Background Check. Once approved, badges must be worn while in the building. Volunteer hours will be totaled and sent to the district office and Utah PTA.
- In order to eliminate additional distractions for our students, toddlers and infants should not be brought with you when you assist at school, even if they are well behaved. If you scheduled babysitter “falls through,” please phone the school so the teacher knows you will be unavailable that day.
- The faculty workroom has dangerous and expensive equipment that is not meant for children. Please do not allow children to be in the workroom, *even if accompanied by an adult*.
- While volunteering at school, you might hear or see things that should not be shared with other parents or discussed in the presence of your (or anyone’s) student. When working with students, you have a responsibility to keep things confidential. Please consider the effect that gossiping and disrespecting students, faculty, and staff might have on your child and the overall school community.
- The faculty lounge is a place of relaxation for the teachers and staff. To respect their privacy, it is “off limits” to all children.

The East Midvale PTA recognizes the tremendous efforts that our volunteers make to help our students achieve the highest levels of success.

Thanks for all you do!

Parents in the Classroom

Many teachers ask for parent help in a variety of ways: work with small groups of children, share a part of your culture, or help with special projects or paperwork. Contact your child’s teacher if you are interested in helping out. Teachers will be reaching

out for room Moms and Dads to help coordinate the volunteer efforts in each classroom.

East Midvale PTA

We encourage all patrons, including but not limited to, parents and grandparents to join the East Midvale PTA. The \$5 membership fee per person not only helps to fund our program; it also gives you voting rights regarding PTA matters. Being a member of the PTA does not require any time commitments. However, we have many programs that simply need a few extra hands, which we would solicit through a volunteer list.

East Midvale PTA provides the following services: Volunteer coordination and recognition, newsletter, assemblies, field trips, teacher appreciation activities, Reflections program, Box Tops collections, book fairs, health information, hearing and vision screening, field day, and more! Many hands make light work!

If you have any questions or comments for the PTA, please contact one of our Co-Presidents, Michelle Lowry, or Wendy Court. The PTA Secretary is Camille Hill. They can be reached via email at [http://EastmidvalePTA@Gmail.com](mailto:EastmidvalePTA@Gmail.com)

School Community Council

The School Community Council consists of elected parents or guardians of students who attend the school, elected school employees, and the school principal. All parents of students attending East Midvale Elementary are encouraged to participate. The council meets at least four times during the school year, and participates in the development of a school improvement plan designed to improve student achievement. They also participate and sign off on all funding spent through the LandTrust Funds. If you would like to participate in the East Midvale Elementary School Community Council, please contact the main office.

Canyons Board of Education

Many important decisions that affect East Midvale are made at the district level. The Canyons Board of Education meets monthly and parents are encouraged to attend. Up to date information can be found at <http://www.canyonsdistrict.org/board-members>

Fundraisers and Events

Canyons District Policy allows both the PTA and the School Community Council to do fundraisers each year.

Funds raised each school year support programs, provide classroom supplies, and help to upgrade technology throughout the building, keeping our school current and up to date. In addition to these fundraisers, we are also grateful for the partnerships that we have with local businesses in the community.

Box Tops for Education

Did you know that East Midvale earns 10¢ for every Box Top for Education that you bring in? Sadly, many box tops get thrown in the garbage...That's like throwing away money!!! Help our school by sending Box Tops in with your child. Don't forget to recruit your family and friends to save their box tops so you can turn them in to East Midvale Elementary.

Fall & Spring Fundraisers

The PTA and SCC will organize fundraisers in the fall and spring to raise money to support educational needs and programs.

Business Partnerships

We are so grateful for local businesses that support our school. If you or someone you know is able to donate money, times, or services to East Midvale, please contact the office.

Target

Did you know that Target will donate up to 1% of your RED card purchases to our school? All you have to do is sign up for Take Charge of Education and designate East Midvale as your school. Then, every time you use your RED card, our school benefits! To find out more, contact your local Target store.

Smith's Earn and Learn

Smith's is proud to continue offering the "Earn & Learn" program, which has proved so successful in contributing much-needed financial support to schools and community organizations dedicated to serving children. To find out more about this program, go to their website, <http://www.smithsfoodanddrug.com> and click on *School Programs* under the *Services* tab.

Nutrition and Health

East Midvale promotes healthy lifestyles through physical education, good nutrition, and health education. We encourage children to eat a good breakfast and lunch that includes a protein, grain, milk, and fruit, and to engage in activities after school that provide movement and exercise.

School Lunch

Students may bring their own lunch from home, or choose one of two menu options at school. The cost of school lunch is \$1.75 for students and \$3.50 for adults. The reduced rate is \$.40, for those who qualify. We want all children to enjoy a good meal during lunchtime. If for any reason you find yourself unable to provide this for your child, please call the office and ask for assistance. Due to Federal guidelines, food may not leave the cafeteria or school. School lunch should be paid online on our school.

Breakfast Program

Breakfast is served each morning in the classroom from 8:20-8:30. There is no cost to participate in the breakfast program and we believe it has had a positive impact for our students in helping them stay focused on their learning.

Birthday and Party Snacks

Candy, cookies, cupcakes, and other treats are welcome for celebrating special occasions. **All** food items must be store bought. Please let your teacher know beforehand if you are planning to bring in a special treat. Balloons are not allowed on the bus; so keep that in mind when bringing birthday treats.

Medication

Utah law (53A-11-01) requires that schools can only administer prescription and non-prescription medications under the following guidelines:

- The student's parent or legal guardian provides a current written and signed request that medication be administered to the student during regular school hours, and
- The request for Giving Medication at School form be filled out and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.

The parent request and prescriber's statement must be resubmitted at the beginning of each school year, and as medication is prescribed or changed. If you have any questions or concerns, please contact the main office.

Student Conduct

Eagles, Eagles, What's your pride?! We are SAFE, We are Respectful, We are Responsible.

Please read the following section with your student and discuss the ideas and rules. Listed below are our schoolwide rules that all good Eagles should follow at all times. **It is very important to tell you student that YOU expect him/her to follow these rules!**

Eagles, Eagles, what's your pride?

We are **safe**. We are **Respectful**. We are **Responsible**.
We have Eagle Pride!

We Are Safe

- Students must check out through the main office during school hours leaving school grounds
- Supervision of students will be provided for all students from 8:05-3:05 each day.
- Students are expected to line up at grade level doors by 8:15 each morning.
- Students should leave the school grounds immediately after the teacher has dismissed them and begin walking home.
- Students are encouraged to be honest by telling the truth when reporting incidents.
- Students should use kind words
- Roller blades/skates/Heelies/ and scooters are NOT allowed to be used on campus. Bikes should be walked on campus and parked in the bike racks at school. You are encouraged to bring a lock and use it to secure your items. The school is not responsible for stolen bicycles or other possessions brought from home.
- Come to school **on-time** and ready to learn each day. If you are not at school, you are missing out on your education.
- Work hard and use your time wisely.

We Are Respectful

- **Respect** the authority of **ALL** adults at the school. Do what they ask you the first time.
- Be polite to everyone. If you are mad at someone, calmly tell the person how you feel. Talk about it together. Never say something that will hurt another person's feelings, even if they have said something bad about you.
- Pushing, tripping, punching, tackling, or grabbing someone else is not allowed, even if you are playing. Tackle football is not allowed. Fighting at school is not acceptable and is taken

very seriously. (See the Canyons District Student conduct).

- Throwing snowballs, or any other object that could hurt someone is not allowed.
- Never run or speak loudly in the hallways. Wait until you are outside. When traveling with your class in the halls, always follow the directions of your teacher.
- Please use manners and follow school rules in the cafeteria. Remember to use your inside voice.
- Enter and exit the school through your grade level doors. This helps to prevent problems in the hallways.
- Act appropriately during assemblies and on fieldtrips. You are representing East Midvale Elementary.
- Use good manners. Say please and thank you and don't forget to SMILE!
- Keep desks, chairs, and tote trays clean. Do not write or put stickers on furniture.
- Do not litter. Help us to keep East Midvale clean and beautiful.
- Do not play near or climb on fences. Respect the property and pets of our East Midvale neighbors.
- Do not climb on backstops or use playground equipment inappropriately.
- Keep candy, gum, and toys at home. This includes cards and electronic devices. These items are disruptive to the school environment and may be confiscated. Confiscated items will only be returned to a parent/guardian.

East Midvale will not assume responsibility for such items in the event that they are damaged, lost or stolen.

Think Time

Here at East Midvale we have implemented a technique called "**Think Time**" to teach, encourage, coach, and reinforce appropriate behavior at school. This technique emphasizes the seriousness of education, respect of the classroom environment, and the importance of students taking responsibility for their own behavior. The classroom teacher will notify parents when a student has **three** or more "**Think Times**" in a week. The teachers and principal appreciate your support with "**Think Time.**"

"**Think Time**" has two parts:

- **The first part** is designed to help students to focus and gain self-control by asking them to move to another classroom to think about their behavior.
- **The second part** is designed to provide the student feedback about their behavior, accept

responsibility for their behavior, and to give an opportunity to plan for future success in the classroom.

Behavior Violations

East Midvale Elementary supports the policies set forth by Canyons School District. In addition, the school will also utilize a positive behavior intervention support (PBIS) model that is founded in Multi-Tiered Systems and Supports. We are a learning institution and will strive to do what we can to increase the academic time that students are in class. If they are not at school, it makes it more difficult to provide a quality learning experience. When students exhibit negative behavior that does not support the educational environment, we will strive to provide a progressive and positive approach by giving warnings, parent conferences, detention, in school suspension, community service, personal safety plans, plans of supervision, contracts, attendance at district classes in anger management or truancy with parents, district level hearings, and other individualized alternatives as deemed necessary by administration.

Bullying

At our school, we believe that bullying of any kind is unacceptable. All students should be free of worries about being bullied. All students at our school will learn universal rules and expectations about bullying as well as different tools they can use to prevent or respond to bullying. At East Midvale we define bullying as one-sided intentional, and repeated behavior by one or more students. When someone purposely hurts, frightens, or threatens someone else or when someone purposely leaves out, ridicules, spreads rumors or makes offensive comments towards someone else.

Our anti-bullying goal this year is to create a positive school climate that will increase awareness about the negative effects of bullying among all educators, staff, and students. We are committed to enforcing school anti-bullying rules and procedures that will provide enhanced supervision in bully-prone locations; and teach students skills to deal with bullying, problem solving, and making friends.

Cyber Bullying

Senate Bill 304 (signed March 22, 2001) defines "cyber bullying" as:

- Using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video,

or image will hurt, embarrass, or threaten an individual regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication."

Serious Behavior Violations Include

- Dangerous behavior/fighting may result in suspension or exclusion.
- Persistent behavior problems may result in suspension or exclusion.

Severe Behavior

For serious violations, a student may be suspended from one to ten days or suspended awaiting a district level hearing.

Severe Behavior Violations Include:

- Possessing weapons (regardless of intent)
- Hurting other people
- Gang-related activities
- Causing problems when riding buses.
- Possession or distribution of drugs or other illegal substances.
- See copies of policies EEAEC, JK, and JICH in the elementary student registration booklet.

Dress Code

- Clothing should be clean, neat, and in proper repair.
- Shorts no shorter than the student's four fingers above the knee.
- No bare shoulders, bare midriff tops, or tank tops.
- Socks should be worn with shoes.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol, or other inappropriate slogans are not allowed.
- Tight fitting or revealing shorts, pants, tights, or leotards should not be worn.
- Students should wear appropriate clothes for the weather each day.

Lunch Room Conduct

- Show respect for the cafeteria staff at all times.
- Accept your place in line.
- Use a level 2 voice in the cafeteria.

- Clean up after yourself. Pick up any food you drop.
- Walk.
- Sit where you are assigned and stay seated.
- Raise your hand and WAIT to be excused.
- Do not take food, milk cartons, candy, etc. out of the cafeteria.
- Students are not allowed to trade food.
- Students may only leave the cafeteria through the gymnasium doors.

Building Conduct

- Walk in the halls. NO RUNNING!
- A voice level 0 is expected when moving through the building.
- Enter and exit the building through your own grade level doors only.
- Gum is not allowed at East Midvale.
- Students are required to follow all classroom rules.

Assembly Conduct

- Enter and exit quietly.
- No talking once students enter the gym.
- Show appreciation by applauding. No hooting or whistling.
- Unacceptable behavior will be cause for dismissal from the assembly.

Restroom Conduct

- All students will be required to sign in and out on their classroom bathroom log each time they use the restroom during instructional time.
- Each student is expected to show good judgment and proper behavior. Treat bathrooms as you would at home.
- Restrooms are not places to meet with friends. No more than two students in a bathroom at a time.
- Be considerate of people using the restroom after you.
- Leave it clean.

Playground Conduct

- SAFETY FIRST – If it is dangerous or could hurt someone, don't do it!
- Use equipment in the way it was intended. Do not use broken equipment.
- Report broken equipment to the person

supervising the playground.

- NO FIGHTING – Solve differences without hitting or using bad language.
- If you have a problem, talk with a teacher or playground supervisor.
- Snowball throwing is not allowed.

Safety Before and After School

- Enter and exit through grade level doors only.
- Use sidewalks and crosswalks – No shortcuts.
- Stop, look, and listen before crossing or entering parking lots. Use designated crosswalks.
- Remember, it takes much longer for cars to stop than people.
- Follow parking lot procedures as a pedestrian and passenger.
- Going to and from school, students are required to stay on sidewalks and off of private property.
- After dismissal, students should leave school immediately and begin walking home.

Cell Phones/Electronic Devices/Toys

- Cell phones and other electronic devices may be used by students, outside the building, prior to the first bell at 8:15 a.m. and after the last bell at 2:55 p.m.
- Cell phone and other electronic devices must be silenced and unused during instructional time (8:00 a.m. to 2:55 p.m.).
- Students found using cell phones and other electronic devices during instructional time will be subject to having them confiscated.

Cell phones and other electronic devices will be returned when a parent comes into the school to pick it up from an administrator.

Important Parent Information/School Policies

The following policies have been created to help students attain the highest level of academic success and to keep each child at East Midvale as safe as possible. Parents, please help your child by being an example and following all of the rules as outline below.

Attendance

Frequent absences from day-to-day classroom experiences disrupt the instructional process. The benefits of instruction, once lost, cannot be entirely regained. Important learning interactions, prompting and support for new learning, as well as, concept teaching and new discoveries are plentiful in classroom environment

and in whole group discussions. Those personal interactions and cooperative learning are lost when a student only does make-up work completed at home. Research tells us that school success is highly correlated to level of attendance a child has in school. Therefore, students are expected to be in attendance every school day, in order to receive maximum benefit from their educational experiences.

In July of 2005, the Board of Education passed a policy directing all schools to develop and implement guidelines and procedures that promote regular student attendance. This policy consists of three components:

1. Elementary Truancy Guidelines Flow Chart
2. Elementary Tardy Guidelines Flow Chart
3. Request for Educational Leave

If there are circumstances prohibiting your child from attending school regularly, please contact us to discuss these concerns. To report an absence, please call the school attendance secretary at (801) 826-8365.

Elementary Attendance Guidelines

The following sequence of steps is followed when attendance becomes a concern:

Letter #1 - Compulsory Education Letter. It is located in the beginning of the year registration book and explains that education is compulsory by Utah law. A parent must sign this letter and return it to school verifying that they understand education is mandatory in Utah. If your child has five (5) absences in the school year, the school will contact you by note or mail, to inform you of where you are in regards to attendance issues. You will need to sign the form and return it to school. If your child has ten (10) absences, you will receive Letter #2- an official letter from the school. If your child has fifteen (15) absences, you will receive Letter #3- a certified letter reminding you of state laws and district policies surrounding attendance requirements. This letter will ask you to contact the school to set up a meeting. If no contact is generated from the letter or if your child continues to be absent without administrative approval, we will refer the case to Truancy Court.

If you respond to Letter #3, a meeting will be set up with the parent, teacher and principal. A contract of attendance expectations will be drawn up and the only absences that will be excused will be illness

approved by a school official or a doctor's note, or an absence due to a funeral documented by the obituary or memorial pamphlet.

If the contract is broken and your child has more absences, we will ask you to participate in Truancy Mediation. Mediation is an alternative to Court. Mediation is voluntary and you may choose Court over mediation. The mediator is trained and provided by the Courts, but their job is to be unbiased and to keep things confidential. Through Mediation, a new contract is developed and signed by all attending. If you choose not to go through Mediation or if the contract agreed upon during Mediation is broken, the case is referred to Truancy Court.

Regular attendance is the keystone to academic success.

- Students should arrive on campus between 8:00 – 8:15 a.m.
- The first bell rings at 8:15 a.m. School begins at 8:20 a.m.
- For safety reasons, please do not send children to school early. Teachers are planning for the day and are not available to supervise students.
- During inclement weather, doors will be open at 8:00 a.m.
- Call the school attendance secretary (801-826-8350) to leave a message if your child will be absent.
- You will be notified if your child is tardy five times. Please help your child develop good arrival time habits early.
- If your child will be out two or more days, contact the teacher for make-up work.
- Please help your child attend school regularly. Absences should be for sickness or emergencies.
- Minimize early checkouts.
- Students have up to 10 days of educational leave that can be used during the year, if necessary. You must contact the office and your student's teacher to fill out the educational leave form BEFORE the planned vacation. Educational leave **does** count against attendance awards.

For more information about attendance, please refer to the Elementary Attendance Policy located in the back of the handbook.

Safe Arrival

Because there is limited supervision before school, please do not send or drop off your child early. Breakfast is not served until 8:20 a.m. Students should walk only on sidewalks and cross streets only

at designated crosswalks. For more information about Safe Arrival, please refer to the *East Midvale Elementary Safe Walking Route* located in the back of the handbook.

Elementary Tardy Guidelines

Your child is considered tardy if they are not in their classroom by the time the second bell rings, which is 8:20 a.m. While some children (and adults) are not “morning people,” it is still important that your child receives the message that you value education enough to make sure they are on time every day.

The following sequence of steps is followed when attendance becomes a concern:

- Letter #1- Compulsory Education Letter. It is located in the beginning of the year registration book and explains that education is compulsory by Utah law. A parent must sign this letter and return it to school verifying that they understand education is mandatory in Utah.
- If a child has five (5) tardies in the school year, the school will contact you, by note or mail, expressing concern and asking how we can help to improve their punctuality.
- If your child has ten (10) tardies, you will receive an official letter from the principal asking you to contact the school if there are circumstances prohibiting your child from arriving on time.

Late Arrival

Students are expected to arrive at school on time. Late arrivals slow down not only your student’s learning, but also interrupt the rest of the class and the teacher. If your student arrives after 8:30, he/she must check in at the office before going to class. After five tardies, our attendance policy includes a note or letter from the office and may include making lost time up during lunch recess.

Loading/Unloading

Adults are setting lifelong examples for the children at East Midvale Elementary. Sometimes we tend to take risks that could endanger our kids, *especially if we are running behind schedule*. Because so many of our students are dropped off in the morning, please allow for plenty of time to wait patiently in the drop off lane until your vehicle is safely stopped in the drop off zone.

Loading/Unloading Procedures:

1. All students, families and adults should

follow the directions of the Crossing Guards, Teachers, and Student Safety Patrol members.

2. All students, families and adults should **obey traffic signs**.
3. Avoid the use of cell phones while driving in the parking area.
4. Drive slowly and cautiously.
5. Do not park in the red zones.
6. Students are not to walk between or behind parked cars.
7. **Drivers must remain in the car** unless they vehicle is parked in a designated parking stall with the engine turned off.
8. All students should enter or exit the vehicle on the passenger side, in the loading/unloading zone. No vehicle doors should open on the driver’s side of the vehicle.
9. If a child is not able to get out of the vehicle by themselves, the driver must park in a marked stall and walk the child through the crosswalk to the sidewalk.
10. Pedestrians (parents and students) may not cross the pick-up/drop-off lane or the passing lane from 7:45 – 8:15 a.m. and 2:55 – 3:15 p.m.
11. As a courtesy to others, drivers should have students ready to exit the vehicle when they reach the pick-up/drop-off area. When students have safely exited the vehicle, the driver must leave immediately to allow others to drop off in a timely manner.
12. Vehicles should pull all the way forward in the loading/unloading zone and drop students off at the curb.
13. Bicycles and scooters must be walked on all school district property.

Request for Educational Leave

Vacations can be educational and exciting for a child. We encourage you to let your child experience new places and sights. However, please try and schedule vacations during natural breaks in the school year, then your child can experience the excitement of new places, while not missing a bit of instruction.

If you cannot schedule during a natural break, we ask that you fill out the *Request for Educational Leave* form. The form says that you are allowed 10 vacation days (maximum) in one year. The request for

educational leave should be filled out before your child leaves. It is expected that the homework will be completed by the due date. At the same time, your child is expected to complete their current assignments and not fall behind. If the homework is never completed, the days will not be excused. Although vacation absences are excused, they will still count against school attendance awards.

School Day Appointments

If your child has an appointment during school hours, please sign him/her out in the office before leaving. For safety reasons, we will not release a child to anyone who has not been included on the student's registration card. Unless the appointment takes the entire school day, students are expected to attend class before and after their appointment.

Lost and Found

Please write your student's name in ALL clothing and accessories with a permanent marker. We encourage students to be personally responsible for their possessions. Students should check the Lost and Found, in the hallway near the gym, for clothing and lunchboxes. Lost and found for small items (rings, watches, etc.) is in the office. At regular intervals throughout the year, all unclaimed items are donated to charity.

Visitors

Family and community members are welcomed and encouraged to participate in school activities, but please arrange volunteer participation in advance. If you wish to observe a classroom, please call the school office 24 hours in advance. **For the safety of our students, ALL visitors must sign in at the office and wear a Visitors Badge.** Unidentified visitors are not allowed on campus.

Emergency Preparedness

The Student Registration information must be filled out and submitted on the internet. Computers are available during summer office hours for parents to use if they do not have access to a computer at home. Please complete the online information completely. It is very important that teachers and staff have your current home, cell, and/or work phone numbers and at least two alternative emergency phone numbers of family, friends or neighbors who will take responsibility for your child if we cannot reach you. This information is confidential.

Moving

If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with making the transition as smooth as possible for your child.

If you move or change contact information, please call the school to update emergency information.

East Midvale Elementary Safe Walking Route

Crossing Guards, Flashing Lights, and Painted Crosswalks:

6990 South and 300 East

Bus Service:

Bus service is also provided for students living greater than 1.5 miles from the school. All students living west of State Street are encouraged to ride the bus. Although closer than 1.5 miles from East Midvale this area has been designated as a hazardous walking area.

Students, who live less than 1.5 miles from the school or not in a hazardous walking area, are not eligible to ride the bus because of district policy.

Suggested Walking Routes:

The attached map shows suggested walking routes of East Midvale. Arrows depicting walking routes are shown along major roadways, collector streets, and major intersections. Following the arrows, please select the best route from your home to the school for your child to follow. Mark this route with a red pencil or crayon. You and your child should become familiar with this route by walking it together. Please instruct your child to cross at signalized intersections using the pedestrian walk signals and to observe all crossing guards, crosswalks and stop signs.

Please note the following:

Students must use sidewalks, which exist, on both sides of all major streets. On subdivision streets without sidewalks, students should walk on the left side of the street facing the traffic. If possible, students should use the walkways to the school that are on the South and East sides of the school.

When dropping off students to the school, please use the drop off lane ONLY. Do NOT let students exit the car in the passing lane or the bus lane. Please follow the signals from the safety patrol officers. They have been trained to help students cross the street safely.

2016 - 2017 School Year Calendar
K - 12

August 2016							September 2016							October 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6														
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November 2016							December 2016							January 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5								1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2017							March 2017							April 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4														
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30	31			

(Note: School emergency closure days will be made up first on Presidents Day and then during Spring Recess)

- New Teacher Orientation
- Teachers at School (contract days)
- Start and End of School Year
- First Day of School for Kindergarten
- K-8 Trimester End
- Midterm Quarters
- Quarter Term End
- No Student Day
- No Student Day K-8
- Parent/Teacher Conferences
- Red A Day
- Black B day

- New Teacher Orientation
- Teachers at School (Contract Days)
- First Day of School
- First Day of School for Kindergarten
- Labor Day Recess
- No Student Day
- Midterm Quarter
- Parent/Teacher Conferences High Schools
- Parent/Teacher Conferences Middle Schools
- Parent/Teacher Conferences Elementary Schools
- Early Out Elementary Schools
- No Student Day (Compensatory Day)
- Fall Recess
- End of 1st Quarter Term
- No Student Day
- Trimester End Date K-8
- Thanksgiving Recess
- Midterm Quarter
- Winter Recess
- Martin Luther King Jr. Day Recess
- End of 2nd Quarter Term
- No Student Day
- No Student Day
- Parent/Teacher Conferences High Schools
- Parent/Teacher Conferences Middle Schools
- Parent/Teacher Conferences Elementary Schools
- Early Out Elementary Schools
- No Student Day (Compensatory Day)
- Presidents' Day Recess
- Midterm Quarter
- Trimester End Date K-8
- End of 3rd Quarter Term
- Spring Recess
- Midterm Quarter
- Memorial Day Recess
- No Student Day Grades K-8
- Last Day of School
- *Every Friday is an Elementary Student Early Out Day
- **June 2 Directed Data Day for elementary and middle schools only
- **Elementary early out Sept 29 and Feb 16
- ***This calendar is not for Brighton students.

- Aug 18
- Aug 19, 22, 23
- Aug 24
- Aug 29
- Sept 5
- Sept 23
- Sept 23
- Sept 26, 27
- Sept 27, 28
- Sept 28, 29
- Sept 29
- Sept 30
- Oct 20, 21
- Oct 31
- Nov 4
- Nov 21
- Nov 23 - 25
- Dec 7
- Dec 22-Jan 2
- Jan 16
- Jan 18
- Jan 20
- Feb 10
- Feb 13, 14
- Feb 14, 15
- Feb 15, 16
- Feb 16
- Feb 17
- Feb 20
- Feb 22
- Mar 2
- Mar 27
- Apr 3 - 7
- May 5
- May 29
- Jun 2
- Jun 7