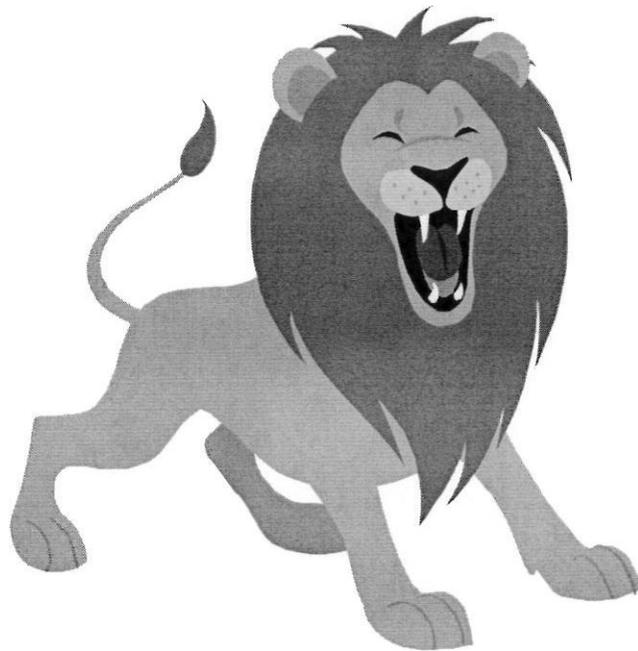


**WEST ELEMENTARY
SCHOOL
PARENT/STUDENT HANDBOOK
2016- 2017**



West Elementary School
451 West 300So.
Tooele, Utah 84074

Phone (435) 833-1931
Fax (435) 833-1933

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TEACHERS AND STAFF

<u>Principal</u>	Clint Poole	<u>Instructional Coach</u>	
<u>Secretaries</u>	Carla Griffith Stephanie Crane	<u>Speech</u>	Brittany Rowe
<u>Kindergarten</u>	Ammie Serr	<u>PE Specialist</u>	Wendy Beacham
		<u>Literacy Aide</u>	Evon Hanson
<u>1st Grade</u> German English	Birte Kosten Rebecca Hall	<u>Adaptive PE</u>	Kay C Bleazard
<u>1st/2nd Split</u>	Catherine Forner	<u>Paras</u>	TBD TBD TBD
<u>2nd Grade</u> German English	Michael Young Kellie Thomas		TBD TBD
<u>2nd/3rd Split</u>	JoAnn McCleskey	<u>Cafeteria</u>	Carolee Ashworth Lori Baker Karolyne Perkins Danielle Ruppel Wendy Segelke
<u>3rd Grade</u> German English	Friederike Doppertin Emilee Liddiard		
<u>4th Grade</u>	Colette Williams Emma Thomas	<u>Custodial</u>	Tony Carreau Jodi Ellsworth Tim Pomeroy
<u>5th Grade</u>	Patrick Kelly Marsali Offill		
<u>6th Grade</u>	Steven Boone Roger Davis		
<u>Autism Unit</u>	TBD		
<u>Special Ed.</u>	Tony George		
<u>Library</u>	Leslie Taylor		
<u>Instr. Coach</u>	Lisa Barrington		

SCHEDULE SUMMARY

2016-2017

1st Grade - 6th Grade Schedule

Teachers arrive.....	8:30 a.m.
Breakfast begins.....	8:20 a.m.
Warning bell.....	8:50 a.m.
School begins.....	9:00 a.m.
School ends.....	3:30 a.m.
Wednesday early-out.....	12:30 p.m.
Office hours.....	8:30 a.m. – 4:00 p.m.

Kindergarten Schedule

(Half-day classes)

	<u>Morning Class</u>	<u>Afternoon Class</u>
Monday –Friday	9:00 – 11:45	12:45 – 3:30
Wednesday	9:00 – 10:30	11:00 – 12:30

Half-day kindergarten students do not have lunch at school. Arrangements must be made for them to eat at home.

ESSENTIAL PARENT INFORMATION

- 1 Your child needs to be at school every day on time, attendance is critical in helping students receive the knowledge they need for success now and in the future.
- 2 SIS is a great way to track your child's work, attendance and lunch account. Passwords and ID numbers can be provided by the school to help get parents set up.
- 3 Please check out the cell phone policy in full on page 9. They can be educational and useful, but also a big distraction for your child and their classmates.
- 4 You must have a background check if you plan on visiting the classroom in any capacity whether for volunteering (which we really hope you make time to do) or even for simple things that require you to go in the classroom.
- 5 Make sure to complete the registration process since it will affect what your students can do at school including going to recess and utilizing technology on campus.
- 6 Please contact Clint Poole or the office staff for any questions regarding this handbook.
- 7 Congratulations to Ammie Serr, 2015 Tooele County School District Teacher of the Year!

Policies and Procedures

2016-2017

ROUTING PLAN

Most students attending West Elementary walk to school or are driven in private vehicles. Students who walk may come down Coleman and turn onto 400 South, staying on sidewalks until they get to the intersection of 425 West 400 South. A Tooele City crossing guard is stationed at the intersection. Students who cross under his/her direction access school grounds immediately through the entrance in the chain link fence.

200 South can be used for those students coming from the north. They gain access to school property by using 300 West. An opening in the fence allows walkers direct access. Students coming from the east may walk to 240 South and follow it until it curves onto 300 South, leading directly into the school. All streets have sidewalks. Please review traffic safety rules regularly with your children. See the next page of the handbook for a map showing routes.

ATTENDANCE

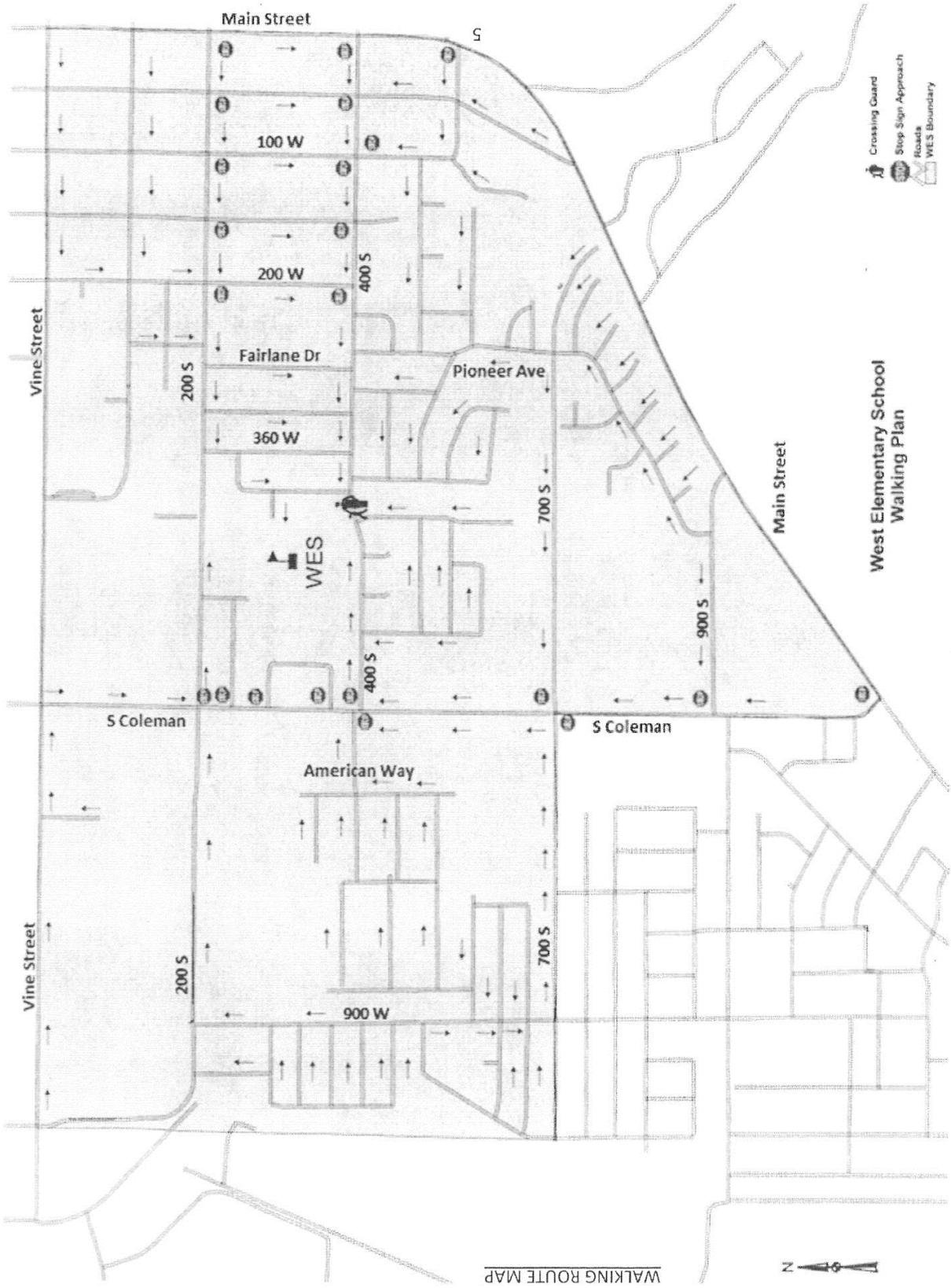
Regular school attendance is very important to maintain continuity in the educational process. It has a direct impact on a student's level of academic achievement. School attendance is a student/parent/school responsibility. Students and parents have the primary responsibility to promote consistent, daily, punctual attendance as directed by Utah State Law, U.C.A. 53A-11-101 et. seq. Students not complying with the attendance policy will be referred to our District Office for further assistance. It should be primarily the responsibility of the school to provide, monitor, and adjust appropriate curriculum and educational opportunity as directed by Utah State Law.

The administration and staff of West Elementary School believe that students need to be in class, on time, and ready to learn every day. We expect students at West Elementary to take advantage of the educational opportunities offered to them. Therefore, we request that you please contact the school office and let us know when your child is going to be absent. Only absences that have been excused with a phone call or signed parent note will be considered for an excused absence. **{This must be accomplished within 3 days of returning to school}.**

Tooele County School District policy states..."A student may be excused for a reasonable period of time from school in cases of illness, medical or dental appointments, death in the immediate family, or acts of nature which may endanger the child. All other absences shall be unexcused unless the building principal, prior to the absence and at the request of a parent, agrees to excuse the student for a specific purpose. Students should be excused only for that part of the day necessary to satisfy their specific need for absence. Students with an excused absence shall be afforded an opportunity to make up any school work, quizzes, tests, etc., missed as a result of the absence. It is the student's responsibility to get missing assignments turned in within a time period designated by the classroom teacher.

STUDENT TARDIES

Punctuality is viewed as common courtesy. Teachers work hard to plan and deliver lessons to their students. When students are tardy, it is difficult for teachers to catch them up. Many times tardies can be avoided. However, there are times when being tardy is unavoidable, and we understand this. As such, students with one through four tardies, in a given term, will resolve said issues with their classroom teacher. Students with *five* or more tardies, in a given term, will be considered in violation of our attendance policy and referred to the school administration for further action.



WALKING ROUTE MAP

West Elementary School
Walking Plan

EARLY CHECK-OUT/RELEASE

In the event a student needs to be dismissed from school early, parents/guardians must come to the office with photo I.D. and officially withdraw the student. Upon completion of the sign out process, students will be called to the office. We regret that parents/ guardians cannot go directly to class and withdraw the student without proper notification from the office.

We will not allow students to wait outside the building for parents to pick them up during the school day. Students are not allowed to walk home by themselves during school hours for safety reasons.

PARENTS, GUARDIANS, AND EMERGENCY CONTACTS ARE REQUIRED TO SHOW PHOTO ID EACH TIME THEY CHECK OUT A STUDENT.

ARRIVAL TO SCHOOL

We suggest arrival time of 8:50 am unless children eat school breakfast. Students who eat breakfast will be admitted to the building at 8:20 am. Students will use the south entrance for breakfast. Arrangements must be made for child care/supervision in the morning before school. Please car pool or arrange child care so children will not be dropped off or arrive before 8:50 am unless they eat breakfast at school. There is limited supervision outside before children are admitted to the building at 8:50 am. Teachers will be planning before school begins. Please respect this planning and preparation time. Students should be in their seats and ready to start school at 8:55 am, the tardy bell rings at 9:00 am.

TRAFFIC SAFETY

The entry to West Elementary provides two entries and exits. These outlets are to the east and north of the building. The north entry provides drop off and pick-up areas, as well as additional parking spaces. The east entry is accessible via 300 West 400 South. Please remember right turn only laws are in effect at this intersection during school hours. Do not leave your vehicle parked and/or unattended at the purple curbs, these are drop off and pick up areas only. Green curbs identify bus zones and red curbs identify no parking zones. If you must leave your vehicle, please park your car at an unpainted curb, or in a designated space.

VEHICLES ON THE PLAYGROUND

Because of danger to our students, we ask that parents do not drive vehicles onto the playground or behind the school.

PICK-UP PROCEDURES

If parents, guardians, or emergency contacts come into the building at the end of the day, we ask that you wait in the foyer by the office until the dismissal bell rings. Students are taught traffic pick-up procedures at the start of school and safety issues are reviewed regularly.

Children must use crosswalks and we ask all students to be good examples. Please follow the directions of those on duty. All kindergarten students are dismissed from the fenced area on the south side of the building.

STUDENTS KEPT AFTER SCHOOL

No student will be detained after school hours unless his/her parent/guardian has received prior notification. If a bus student is kept after school, prior arrangement for transportation home will be made at the time of the prior notice. If a student misses a bus through his/her own choice or neglect, the parent/guardian will be responsible for arranging transportation home.

OFFICE TELEPHONE USE

Children with a legitimate reason (emergency) and a telephone pass from their teacher will be allowed to use the phone. You may call your child during the school day in case of emergency. Please do not call children out of class to the phone except for emergencies and **PLEASE, DO NOT ASK OFFICE STAFF TO RELAY MESSAGES TO YOUR CHILD UNLESS THE SITUATION IS VERY IMPORTANT.** We try to limit all classroom interruptions in order to facilitate productive use of classroom time.

CAFETERIA SERVICES

Hot lunches and nutritious breakfasts are provided for all students who wish to purchase them. Students are welcome to bring their own lunch from home. Milk and other items may be purchased. Students are not to leave school for lunch unless accompanied by their parent or guardian.

Applications for free and reduced breakfast/lunch can be found on the district web site along with registration information. Many federal aid programs to schools are based upon free and reduced lunch counts at school. In order to help the school receive these funds, we ask that you please complete the form. If at any time during the school year your financial status changes and you believe you may qualify for assistance, please contact the school so that we can ensure you have the opportunity to receive the free or reduced breakfast and lunch program.

COST FOR BREAKFAST :

Students: \$1.30
Adults: \$1.80

COST FOR LUNCH

Students: \$1.95
Adults : \$3.20

Breakfast

Breakfast is served from 8:20-8:45 am. Students come into the building by the south entrance. The last meal is served at 8:45 so that students are not tardy for class. Students leave the cafeteria at or before 8:50 a.m. when the bell rings so they can get to class on time.

Students may purchase lunch in the cafeteria or bring lunch from home. Extra milk and other items may be purchased as well. Students pay for lunch daily, weekly, monthly, quarterly, or yearly. Please check your child's SIS frequently to see that they have money in their account. If you have any questions, please contact the West Elementary lunchroom manager at 435-833-1930.

STANDARDS OF CONDUCT

The objective of school discipline is to help make school a safe place and to protect the rights of everyone. Proper discipline is an important part of education and very little can be accomplished when it does not exist. We believe our students are entitled to the best education our resources can provide. Students who disrupt the educational setting, endanger the rights and safety of others, and harass other students will receive corrective guidance and may be subject to disciplinary action.

We believe that teachers have a right to teach and students have a right to learn. Our goal is to focus on positive behavior and recognize students for making good choices. Students will not be allowed to disrupt the learning environment and will be subject to disciplinary action either by a teacher or school administration.

West Elementary uses the "Think Time" method when students choose to be disruptive. When a student makes an inappropriate behavior choice, he/she may be sent to another classroom in another grade for a period of time. All students deserve a positive educational experience for academic and social growth. "Think Time" emphasizes the importance of education, respect in the classroom environment and the value of students taking responsibility for their own behavior. If disruptive behavior is consistently occurring, suspension from school is a possibility.

We believe students have certain responsibilities and standards of conduct to maintain that will enable them to learn in the school environment and become successful members of society. These standards and responsibilities include, but are not limited to:

1. Respect the rights and responsibilities of others.
2. Accept responsibility for his/her own choices and consequences of choices – good and bad.
3. Abide by the authority of teachers, staff, and other adults.
4. Be regular and prompt in all school responsibilities.
5. Make a constant effort to do one's best.
6. Help maintain school property and keep it free from damage and vandalism.
7. Abide by all classroom rules and general school rules.

We care about every child who walks through our doors. We work hard to see that your child's dignity and self-respect are maintained. If a problem does occur, please contact your student's teacher or the school principal.

GROWL

GROWL – (Give respect, Responsible behavior, Obey rules, Work hard, and Listen). Students who are noticed following our GROWL expectations are recognized and given a GROWL ticket by a member of the staff. Students take their ticket to the office and exchange it for a number drawn at random. Their tickets will be posted on the club 100 board. When a row or column is filled, all names on that row or column are entered in a drawing. This program emphasizes good behavior and encourages the staff to focus on the good choices many of the children make. Nominations include actions ranging from opening doors for others, to going out of one's way to help a new student feel welcome.

TECHNOLOGY USAGE AND FRAUD

Computers, internet, and other technological equipment are used at West Elementary School to facilitate the educational process. Hardware and Software is to be used in accordance with the "Use Agreement" information that is a part of the registration process. Students will not be allowed to use technology at school if parents/guardians have not filled out that agreement. Students who violate said technology agreement will lose their technology privileges at West Elementary School. **The cost of repairing, restoring, or replacing hardware, software, or data due to willful damage will be an obligation of said student and his parents.**

STUDENT DRESS CODE

The purpose of establishing dress standards is to provide an educational atmosphere where students can feel comfortable in striving to achieve their potential. Proper dress and grooming greatly affect the attitudes and behaviors of our students. Just like when parents go to work, there is a standard of dress that is acceptable and that which is not. Dress should never interfere with the learning environment of our school or prove hazardous to the safety of students. Disruptions caused by immodest, unsafe, unclean, or inappropriate dress styles cannot be tolerated in an educational setting. As such, we encourage and expect all students to be mindful of proper dress and grooming habits by:

- 1 Wearing clothing that is clean, modest, and in good repair.
- 2 Wearing clothing that is safe and appropriate for school.
- 3 Wearing proper footwear (i.e., that which protects your feet from harm. "Heelies" are not allowed).

It is our desire that this clarification will not place any undue burden on students or parents, but will help to clarify the policy and reinforce standards that exhibit modesty and support mutual respect and safety for everyone at West Elementary.

Students will be expected to give proper attention to personal cleanliness and neatness of dress. Proper hygiene care and clean clothing will be encouraged for everyone. Hair should be worn to conform to good grooming standards.

Learning to comply with this Dress Standards Policy is an integral part of each student's education.

At West Elementary School, we want to ensure safety, mutual respect, and a positive school climate for all students and the entire school community. Therefore, the following articles of clothing are considered inappropriate at school:

1. Hats, visors, bandanas, or sunglasses inside the school.
2. Bare-midriff tops, halter tops, spaghetti-strap tops (shoulder straps need to be at least 1 1/2 inches), or tube tops.
3. Shorts, skirts, dresses worn higher than mid-thigh length.
4. Apparel that poses a concern; baggy pants that can conceal dangerous items or that show underclothing.
5. Spiked clothing or jewelry, wallet chains, neck and wrist bands and chains that could cause choking or harm to others.
6. Gang-related clothing and/or apparel.
7. Clothing that depicts or suggests criminal or illegal activity, or violence.
8. Clothing with obscene or suggestive images or messages.
9. Apparel, jewelry, or accessories that advertise or advocate alcohol, drugs, or tobacco.
10. Clothing that depicts disrespect toward any other race, culture, religion, or gender.
11. Clothing that is in need of repair (i.e. cut, ripped, torn, or mutilated).
12. Extreme makeup or hair color.
13. Pajamas and slippers (unless otherwise permitted for special occasions).

LOST AND FOUND

West Elementary School will have a bin to store items that are found on our campus. At the end of each school term, items not claimed from the lost and found bin will be donated to a charitable organization in our community. **Please put your children's name on all backpacks, coats, jackets, gloves, hats, lunch boxes, etc..** This will help us identify items and return them to their proper owner.

Gum is **NOT** allowed on school property.

INCLEMENT WEATHER

Due to the many changing seasons in our area, there will be days when the weather outside is rainy, snowy, quite hot or quite cold. While we will not send students outside on unusually cold days, days that we are having a blizzard, or days when it is pouring rain, we will send students outside most days for recess. The school principal will make the final decision whether it is appropriate to go outside. Please send your student to school dressed appropriately for the weather. If your child has a special need to stay inside please contact the teacher and make those arrangements with him or her. We will also follow the red day air quality warnings and keep children inside on these bad-air days.

BICYCLES/SKATEBOARDS/ROLLERBLADES

All bicycles, scooters, skateboards, rollerblades, etc. must be walked on school property. All this property must be placed in the bike rack and should be secured with a lock during the school day. No riding, boarding, blading, wheeling, etc. is allowed on school property at any time. **Scooters are not allowed in the building at West Elementary. West is not liable for any of these items (bicycles, scooters, skateboards, rollerblades, etc.) damaged or stolen.**

ADDRESSING TEACHERS AND STAFF MEMBERS

Teachers and staff members deserve to be treated with respect. Students should address them in the acceptable manner of Mrs., Ms., Miss, or Mr. during school hours. First names and nicknames should not be used by students when addressing school personnel.

PARENT VOLUNTEERS

We welcome and encourage parents to volunteer at West Elementary School. **Tooele County School District policy now requires every parent volunteer to have a background check.** This procedure consists of being fingerprinted at the district office. This is free of charge and takes place on Tuesdays and Thursdays between 2:00-4:00 pm. We appreciate your support and understanding as we strive to keep our students safe.

In compliance with the Americans with Disability Act, individuals visiting West Elementary School needing special accommodations (including auxiliary communicative aids or other services) during visits should notify the school office or the district office at 92 South Lodestone Way, Tooele, Utah 84074 (435) 833-1900 at least three (3) working days prior to their visits.

PARENT CONFERENCES/VISITS

Parents are always welcome at West Elementary School. During the course of the school year, you may wish to confer with one of the teachers or to visit a classroom. Cooperation between teachers and parents plays an important role in student success. For that reason, parents should feel free to contact any of our teachers and arrange a conference to discuss student progress. Please make this appointment in advance. A teacher's primary responsibility is to effectively and explicitly provide instruction. Potential problems can arise with interruptions to the classroom. Therefore, no one should go to a teacher's room without first making an appointment. Parents visiting the school must have a pass from the office. We also ask that parents respect teacher's personal time outside of school and discourage calling teachers at home before or after school hours. The best way to contact teachers is via e-mail. If you do not have access to e-mail please call and schedule a conference with your child's teacher. Conferences must be held before or after school.

FAILING NOTICE REPORT POLICY

The West Elementary faculty will strive to help all students achieve academic success. The individual student has the responsibility to learn. There is a direct relationship between student effort and a desire to do well, and students earning good grades. Unfortunately, there are some students who earn failing grades. Any time a student is failing, West Elementary teachers will notify parents of failing performance. This notification will be accomplished with the parent before it is too late to correct the situation. Notice will be given to parents by telephone, email, or in a letter sent home. Teachers will keep appropriate documentation of notification concerning this policy.

STUDENT CELL PHONE POLICY

Tooele County School District recognizes that technology can enhance teaching and learning. Student-owned/provided devices should be viewed as a resource. Utilizing student-owned devices is subject to common sense and legal guidelines. Teachers and administrators, with the permission of parents, are encouraged to utilize student owned devices as part of the teaching and learning process.

Student Owned Devices Used as Learning Tools

1. Students are permitted to utilize cell phones/personal devices in the classroom in conjunctions with learning activities. Appropriate use of these devices is left up to the individual classroom teacher. Students are encouraged to keep personal devices on the desktop where they can be used for academic purposes rather than accessing their devices in secret.
2. Students with 3G/4G access are encouraged while on district property to connect to the District's wireless where Wi-Fi based devices are filtered. This is a CIPA (Children's Internet Protection Act) requirement.
3. Students must receive permission from their parents to utilize texting plans for academic purposes on their personal devices as teachers may use free services effectively utilizing cell phones and texting devices into student response systems.
4. Students and employees are solely responsible for their devices. The District will not provide charging devices, maintain, repair, replace, program or troubleshoot personal devices. Any and all texting, cellular data and maintenance plans are the sole responsibility of the student or employee.
5. Students must place phones on silent or vibrate and should not take calls during classroom activities. Personal devices must in no way negatively impact classroom instruction or network resources.

Personal Devices Used in an Unethical, Illegal or Immoral Manner.

1. It is expressly forbidden to operate a camera or recording device in a restroom or locker room. Anyone found to be recording others in such locations may be prosecuted according to Utah Code.
2. Sending threatening, harassing, intimidating, offensive, vulgar, profane, obscene text and/or photos, cyber bullying or coercive communication with others may result in disciplinary action taken and/or civil-criminal charges filed.
3. This policy replaces the old cell phone policy 5.40 adopted in April of 2007. This policy does not change the existing district Acceptable Use Policy.

West Elementary consequences for inappropriate cell phone usage:

1. 1st offense - Warning with a reminder of the policy.
2. 2nd offense - Student forfeits cell phone and must pick it up from the principal after school. A white slip may be issued if student is defiant or non-compliant in forfeiting cell phone.
3. 3rd offense - Student forfeits cell phone and a parent must retrieve the phone from principal. White slip issued.
4. 4th offense or more - Student forfeits the phone, parent meeting, and possible suspension.

TOYS AND ELECTRONIC DEVICES

We do not allow children to bring toys and/or other devices to school for recess as it often results in lost or broken toys. This includes trading cards unless permitted by the classroom teacher. We have sufficient items available at school for children to play with for both outdoor and indoor recess. Any object that is judged to be a distraction or a danger in the classroom or playground will be taken from the student and held by the teacher or turned over to school administration. Objects will be returned to parents.

STUDENT VISITORS/GUESTS

Student "guests" are not permitted to visit or attend classes during the regular school day. This results in additional work and responsibility for our teachers and often distracts students from the educational process. This has also been identified as a potential safety issue in our school. Junior high and high school students are not allowed on the West Elementary School campus during the regular school day without permission from the administration.

FUNDRAISING ACTIVITIES

All fundraising activities must be pre-approved by the administration. This includes any student, parent, teacher, staff, or PTA activity occurring on school property. A completed fundraising form must be submitted and approved prior to the beginning of the activity. West Elementary School, according to Tooele County School District policy, may have no more than two school sponsored fundraising activities in the community during a given school year. However, the PTA, may have as many fundraisers as they deem necessary. All funds received, regardless of the source, should be deposited directly with the school financial secretary. All expenditures of monies must be conducted through the school financial secretary as well. **No door to door selling is allowed with fundraisers.**

IMMUNIZATION REQUIREMENTS

Any immunization record provided by a licensed physician, registered nurse, or public health official may be accepted by the school as a certificate of immunization if the type of immunization given and the dates given are specified and the

information is transferred to an official certificate for immunization and verified by the district in which the school is located. Parents and guardians whose children are lacking necessary immunizations will be notified. Parents and guardians whose students are prohibited from school attendance for failure to comply with immunization requirements will be referred to the appropriate agency for medical neglect.

TOOELE COUNTY SCHOOL DISTRICT'S "NO NIT"(HEAD LICE EGGS) POLICY

If a student is suspected of having head lice, school personnel may check them. If head lice are found, the parent/guardian will be notified to pick up the student. It is the responsibility of the parent/guardian to treat the student with a head lice product and most importantly to **remove all nits and head lice from the student's hair**. The student cannot be readmitted to the school if there are any nits or head lice present. School personnel will check the student before they return to their classroom. If a class is having an unusually high number of students with head lice, parents/guardians may be notified and school personnel may screen the class. **Parents/guardians are encouraged to check their student's hair for nits and head lice throughout the school year.**

TOOELE COUNTY SCHOOL DISTRICT'S MEDICATION POLICY

During school and/or school activities, medications may be administered and/or procedures may be performed with medical supplies only if the following conditions are met. (This includes both prescription and over-the-counter medications, including cough drops):

1. A current Health Care plan and a Medication Request Form must be completed and signed by the student's parent/guardian and the student's health care provider. These forms are available from the school secretary or school nurse.
2. The medication must be in the original container and must be correctly labeled. The label must include the student's name, the name and dose of the medication, the route the medication is to be administered, the amount of medication that is to be administered, the time the medication is to be administered, the name of the doctor, and the expiration date of the medication.
3. Elementary and Middle School students shall not carry medication on school premises unless the physician, because of life-threatening circumstances, orders it. In those cases, a "Health Care Plan and Request for Medication to be Self-Administered" must be completed and signed by the student's parent/guardian and student's health care provider.
4. Medication must be furnished by the parent/guardian and delivered to the school by a responsible adult. (A responsible adult and a designated school employee must count medication each time it is brought to or taken from the school.)
5. Medication will be administered by office staff unless otherwise specified in the Health Care Plan.

SPECIAL EDUCATION PROGRAM

West Elementary provides Special Education services for students who require and qualify for this additional academic assistance. These services are provided as a support to the regular classroom program. Students who participate in special education services must have received specific testing to determine their eligibility, the curricular areas of need, and the amount of time they will be participating in services. If you feel your child may need academic assistance due to any disability please consult with your child's teacher about initiating a referral for special education services.

INDIAN EDUCATION

Title VII is a federally funded program that assists Native American students. Although West Elementary makes every effort to identify students who are eligible for services, please let Mrs. Poulson know if you believe your child may qualify for this support.

Coordinator:	Jackie Gallegos	(435)833-19 15
Assistant Superintendent:	Doelene Pitt	(435)833-1900

ALTERNATIVE LANGUAGE SERVICES

Support is available for students who are not proficient in English. Although West Elementary makes every effort to identify students eligible for services, please let Mrs. Poulson know if you believe your child may qualify for this support.

Coordinator:	Adela Quinonez	(435)833- 19 15
Assistant Superintendent:	Doelene Pitt	(435)833- 19 00

EMERGENCY PREPAREDNESS AND EVACUATION PLAN

In the event of an evacuation of the building, the instructional staff has the responsibility of leading students to an area of safety. Evacuation plans are posted in noticeable places in each instructional area. Every effort will be made to keep parents informed during an emergency. Parents are requested to stay away from the school grounds to help maintain clear access for emergency equipment.

Each teacher has an emergency plan and emergency evacuation plan. Students are instructed on the basic rules for evacuation of the building in an emergency. Drills for fire, earthquake, or lockdown are held at regular intervals during the year. In an emergency where we are not able to remain at the school we will evacuate to: **The LDS Church building located at 180 South Coleman Street Tooele, UT.**

If we need to be housed outside of the West Elementary area we will be bused to: **Deseret Peak Complex located at 2930 HWY 112 Tooele, UT.**

Lock - Down Procedures

A school-wide lock-down may be implemented in the event that it becomes unsafe for students to leave the school building and/or their individual classrooms for any reason. There are many situations that could justify a lock down. In the event of a lock-down, no one will be allowed outside of the classroom or school, depending on the situation, until the all clear is given. For their safety, parents are asked to remain at home until the lock-down has ended and it is safe to pick students up from school.

If the lock-down goes past the length of the regular school day, students will be allowed to notify parents and/or call for a ride home if they desire. If the lock-down has ended prior to the dismissal of school students will be dismissed as usual.

Information regarding the details of the lock-down will be communicated to parents just as quickly as possible after the lock-down has ended. If there is enough time before the end of the school day, a letter to parents will be drafted and sent home with all students. If the lock-down goes beyond the end of the regular school day the letter will be sent home on the next school day. Information regarding the lock-down will also be posted on the West Elementary website as soon as possible after the lockdown ends, and so we encourage parents to look there for details.

The district has recently installed an automatic call-out system that is now being used to call the homes of students when they are absent from school. This system is also available for use by individual schools. The system will have the ability to contact parents at any of the phone numbers or email addresses that they have included on their student's registration card. A message regarding the lockdown will be sent out on the automatic call-out system as soon as possible after the lockdown ends. **If your phone number changes during the school year please make the change on SIS and contact the office as soon as possible.**

SAFE AND DRUG FREE SCHOOLS

The goal of the Tooele County School District regarding school safety is to be proactive. The district will attempt to anticipate problems to ensure the safety of all students and staff, the school and its facilities, and the community in general. All students and parents will be required to sign a form indicating that they have received a copy of the Tooele County School District's "Safe School Conduct and Discipline Policy". This policy is included as a part of this West Elementary School Handbook. In order to help assure the general community of our concern for school security and to create an environment free of intimidation and coercion West Elementary follows these policies.

Weapon Control

The Gun-Free School Zones Act prohibits the possession or discharge of a firearm on or within 1,000 feet of public, private, or parochial school grounds. Those convicted of a Gun-Free School Zones Act violation face imprisonment for up to five years, a fine of up to \$250,000, or both. Similarly, if school officials determine that objects may be used as weapons which pose an immediate threat of harm or injury to students or staff, these objects will be confiscated. This includes all chains, pocket knives, and any other items that could be used as weapons.

Alcohol, Drugs, and Tobacco

The Tooele County School District prohibits any use, possession, distribution, sale or being under the influence of alcohol, controlled substances, imitation controlled substances, and any other similarly harmful substances, or drug paraphernalia. This policy applies during school hours, before and after school while on school property, at all school or district approved or sponsored events and activities, and when the actions affect the mission or operation of the Tooele Public Schools. In addition, any prescribed controlled medications must be administered in accordance with school district policy. All violations of this policy will be reported to parents, will receive school action, and will be referred to the appropriate law enforcement agencies for review and appropriate action.

A gang is defined as a group of more than two individuals with a unique name, identifiable marks, or symbols who may claim a territory or turf, who associate on a regular basis, or who engage in antisocial or criminal behavior. Gang activities are prohibited in school, on school property, and at all school approved or sponsored activities and events. The wearing of gang-related apparel and paraphernalia is also prohibited as per (Oleson v. Board of Education, 1987). Students aligning themselves with gangs or involving themselves in gang activity may be suspended or expelled from school under the provisions stated in the Tooele County Administrative Guidelines for School Suspension, Sections 5.29 through 5.35.

Bullying, Fighting, and Disruptive Behavior

The staff at West Elementary School strives to provide a safe environment for the emotional, intellectual, physical, and social development of its students, staff, and patrons. Whether **in** the classroom or elsewhere on campus. Those behaviors which disrupt the educational atmosphere of the school are considered inappropriate and will not be tolerated. Bullying, fighting, harassment, and unnecessary roughness, of any kind, causes an unsafe condition to exist. Students and adults are encouraged and expected to "seek assistance" in resolving conflicts rather than solve them through aggressive behavior. West Elementary School has a zero tolerance policy for aggressive behavior. This kind of behavior will not be tolerated. Students who persist in this kind of activity may be suspended or expelled under terms of this policy. Infractions of this policy will result in immediate parental notification, will receive school action, and depending upon the seriousness, may be referred to local law enforcement for further action.

Bullying means aggressive behavior that causes harm or distress; exists **in** a relationship **in** which there is an imbalance of power or strength, and is repeated over time.

A person is being bullied or victimized when he or she is exposed to negative actions on the part of one or more persons.

Types of bullying include:

1. Physical Bullying: Hitting and/or Punching.
2. Verbal Bullying: Teasing and/or Name-Calling.
3. Non-Verbal or Emotional Bullying: Intimidation through gestures, social exclusion, and relational aggression.
4. Cyber-Bullying: Sending insulting, threatening or harassing messages by telephone, computer, or electronic messaging.

Theft

West Elementary School students are expected to show respect for each other's personal property and for school property, materials, and equipment. Theft is a crime and will not be tolerated. Any incidence of theft will result in immediate parental notification, school action, and restitution. Also, depending on the seriousness of the offense, local law enforcement agencies will become involved if deemed necessary by school administration.

Search and Seizure

School authorities are responsible for promoting the safe and effective operation of the school, and they are charged with protecting the health and safety of all students and staff. The following search and seizure guide lines are provided to ensure the privacy of individuals and the safety and welfare of all students.

1. Students shall be free from searches unless there is reasonable suspicion to believe that they are concealing something that may be of immediate danger to themselves or the rest of the school community. School officials may request students to remove all items from their pockets and/or other personal property.
2. Desks and all other student storage facilities remain the property of the school and are legally subject to inspection and search at any time. If a school official reasonably suspects that a particular desk or area may contain items that are considered to be dangerous, prohibited, or stolen they are subject to search at the discretion of the school administration. This is in accordance with policies, rules, and regulations of the Tooele County School District. Desks are not designed for the storage of money or other valuables. Students are responsible for their desks assigned to them and for their own personal property. Valuable property should not be brought to school. Students who store valuables in their desks do so at their own risk. **The school is not responsible for items that are lost or stolen.**

Destruction of School Property

Students are expected to take pride and ownership in our buildings, grounds, equipment, and facilities at West Elementary School. Students who willfully destroy school property through vandalism, littering, or carelessness will obligate their parents to be financially responsible for the repair and/or replacement of the damaged property. School administration may elect to have the student complete community service hours through the school as part of their restitution. If deemed necessary, local law enforcement agencies will be involved.

Criminal Trespass

Under Utah Law, a person is guilty of a misdemeanor if he/she enters or remains on school property without authorization when notice against such entry or remaining has been given personally by a school official, or by signs posted to prevent trespassers, or by a current order of suspension or expulsion (SS 53A-3- 503). Adults and students without lawful business on school premises will be instructed to leave by school officials. In the event that adults or students violate trespass laws or do not comply with the direct order of school officials to vacate, appropriate law enforcement officials will be contacted as necessary.

Bomb Threats and False Fire Alarms

Bomb threats and falsely set fire alarms are not only a serious disruption of school time, but they also present a danger to all students, faculty, and staff within the building. Moreover, these issues constitute felony offenses and will be dealt with severely. West Elementary has adopted a zero tolerance toward anyone involved with bomb threats or falsely set fire alarms. Students engaged in such activity are subject to suspension and referral to local law enforcement agencies.

Obscenity, Pornography, Profanity, and Vulgarity

The faculty, staff, and student-body should not have to be exposed or expected to endure obscenity, pornography, profanity, or vulgarity. Therefore, any and all forms of abusive language, obscene gestures, immoral or indecent acts (whether verbally, in pictures, or in writing) is deemed inappropriate within the school environment and is expressly prohibited.

Observe Problem Behavior

Has there been more than 3 offenses and interventions for similar behavior and/or is this a safe schools violation as bolded under office discipline?

← **NO** Is Behavior Office Managed? **YES** →

Write office discipline referral on Educators Handbook

YES

Treat as office managed behavior

↓ **NO**

Conference with student

Determine and initiate appropriate classroom based intervention

Reteach and reinforce expectations

Notify and consult with parent(s)

Write classroom behavior referral and document action taken in Educators Handbook

Teacher Managed

vs

Office Managed (Majors)

- * Cheating and/or plagiarism
- * Dress code
- * Electronic devices
- * Eating/drinking outside designated areas
- * Failure to follow instructions and/or procedures
- * False information
- * Inattentive and/or distracting
- * Horseplay
- * Inappropriate display of affection
- * Name calling / ethnic or racial slurs
- * Off task
- * Physical contact
- * Profane, indecent, or foul language
- * Tardiness, skipping, or absences
- * Teasing and/or harassment
- * Threat and/or intimidation
- * Unprepared with work, supplies, and/or materials

- * Acceptable use policy violations
 - * **Arson**
 - * **Assault / Fighting**
 - * **Bomb threat**
 - * **Bullying**
 - * Bus violations
 - * Chronic attendance issues
 - * **Distribution or possession of illegal substances and/or materials**
 - * False fire alarm
 - * **Gang related behavior/activity**
 - * **Sexual misconduct**
 - * Parking violation
 - * Physical aggression
 - * **Possession of explosives/lighters**
 - * **Possession and/or use of weapon**
 - * **Property destruction/ theft**
 - * Self harm
 - * **Suicide threat or attempt**
 - * **Violent threat and/or Intimidation**
- NOTE: Bolded items require entry in Ed. Handbook and SIS as Safe Schools Violations**

Notify student and parent(s)

Submit office discipline referral

Administrator conducts investigative process and determines appropriate intervention and response

Administrator assigns action taken in accordance with the Student Discipline Guide and closes ODR in Educators Handbook

Are there 4+ ODR's or is this a safe school violation?

NO ↓

↓ **YES**

Reteach and reinforce expectations

Refer to CMT for further guidance

Great! You made it. Consider yourself an awesome West Elementary parent. No really, pat yourself on the back.