

Middle Canyon Elementary Student Handbook

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August 10, 2015



Dear Students and Parents;

As the new principal of Middle Canyon Elementary School I would like to say “hello” and let you know how excited we are as a staff for the 2015-16 school year. We are dedicated to work with you to achieve student achievement. Middle Canyon Elementary is a great place for your students to receive and participate in their education. We believe ALL students can learn and our goal is to provide a safe and caring environment.

The teachers and staff are looking forward to have you as a part of our learning community. We have an exceptional teaching staff with a wealth of knowledge and ability. We also have an outstanding support staff that work in different capacities to support your child’s learning.

We use this handbook as a means of communicating between the home and school. There are many policies, regulation, services, and information discussed in the following pages. If there are questions you have not answered in the handbook, please feel welcome to contact the school at 435-833-1906.

We recognize the parent is the primary educator of a child, and we encourage you to participate and to get involved in the activities at our school. We believe it takes a “village to raise a child”; it takes all of us working together to bring about the result of an effective and positive educational experience for all of our children.

Close cooperation between the home and school is essential to promote the best interests of your child. We welcome you to another great school year. Please come in and meet me. My goal is to have a close relationship with the parents and students who attend our school.

I am excited to work with you in striving to achieve success for your students at Middle Canyon Elementary. Thanks for your support and attention to our school.

Thank you,

Jerri Sagers, Principal

Middle Canyon Elementary

Middle Canyon Elementary Student Handbook

Message From the Staff



The staff of Middle Canyon Elementary School, welcome you and your family. We will do our best to offer your child the best possible education. We ask for your support and we ask that you will be an active participant in your child's education. This handbook has been carefully prepared and presented in order that students and parents may know and understand the policies and practices of Middle Canyon Elementary School.

Welcome

To insure a smooth running school, anyone entering the building **for any reason** must report to the office and sign in. They **must** provide picture ID and obtain a Visitor's Badge if they are in the building

Parents should not disturb the teachers and students by going to the classrooms directly unless a visit has been pre-arranged with the teacher. We also ask you to drop off and pick up your children at the front doors of our school and not at the classroom doors, as this causes congestion and concern for student safety.

Starting Time

School begins promptly at 9:00 a.m. Children are not to arrive early unless eating breakfast. Students will be asked to remain in the Gym until 8:45 a.m. Breakfast will be served at 8:30 a.m.



Arrangements must be made for childcare supervision in the morning before school. Please carpool or arrange childcare so children will not be dropped off or arrive before 8:45 a.m. Parents are urged not to send their children to an unsupervised playground prior to the start of school or after the end of the school day.

School Dismissal

School dismissal Monday, Tuesday, Thursday, and Friday is at 3:30 p.m. and at 12:30 p.m. on Wednesday. Previous arrangements must be made for students staying after school or parents will be contacted.

Check-in and Check-out

All student check-in and check-out happens at the main office. Be prepared with your photo ID! Do NOT go to the classroom without permission and/or making prior arrangements with their teacher.

Middle Canyon Elementary Student Handbook

Absences and Tardies

If your child is going to be absent or late for school, parents are requested to call (833-1906) between 9:00 a.m. and 10:30 a.m. If your child does not arrive at school, we want to be sure he/she is safe.

The value of daily attendance at school cannot be overstated in a student's overall educational experience. Frequent absences can seriously disrupt the learning process. The benefits of teacher instruction lost during absences cannot be fully regained. We urge you to encourage 100% attendance. All excused absences must be verified by a telephone call or a note from the parents.

Students are expected to be in their seats at 9:00. **Students who are tardy miss introductory instructions**, and interrupt class activities while the teacher helps them "catch up."

Parent – Teacher Conference



The State mandates that the parents and child meet with their teacher to conduct a Parent – Teacher Conference. The conferences are held at scheduled times to review progress. Parents are encouraged to contact the teacher for a conference any time they feel their child's progress needs attention. Report cards will be issued at the end of each term.

We make every effort to schedule your Parent – Teacher conference time to accommodate your work schedule. Please notify, ahead of time, the office or your child's teacher if you are unable to attend your conference and need to reschedule. Please arrive on time and keep in mind that other parents are scheduled after you.

Parents are encouraged to attend conferences. Alternative conferences may be scheduled with your child's teacher at any time during the school year.

Lost and Found

In order that lost articles may be returned to the rightful owner, write your name on all of your personal belongings. A lost and found is maintained in the school office as a service for students who have misplaced things at school.

If you find any item of value, please turn it in at the office so that its proper owner may relocate it. Items not claimed will be donated to a charitable organization.

Change of Address Notification

Change of residence, telephone number (home, work, cell phone), and emergency notification phone numbers need to be updated on Aspire.

We respect your privacy and this information is kept confidential.

Middle Canyon Elementary Student Handbook

Dress Code

Student dress often affects student behavior and classroom work. Therefore, it is required for all students to dress in a neat, appropriate manner that reflects pride in themselves and their school.

Please refer to the district dress code policy.

We hope that all students will dress in ways that increase pride in themselves and their school. We respect and make accommodations for any modifications of this dress code that may be needed due to individual health needs or religious beliefs. Please contact the principal for assistance with these modifications.

Telephone Use

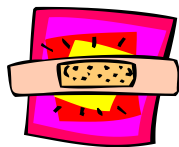


Children with a legitimate reason may use the office telephone with a note from their teacher. After school friend arrangements should be made at home the previous day.

Immunizations and Health

Immunizations: It is a Utah State law that without proper immunization records, a student will not be allowed to attend public school. Students who do not have the required immunization records on file will be excluded from school.

School staff will provide first aid for illness or injuries that may occur while a student is at school. Parents will be notified when the situation warrants further action.



The school staff is not allowed to dispense medication without the written consent from the child's physician, and/or the city/county Health Department. Forms for this purpose are available in the school and must be completed and returned before we will administer any medication. All medication containers must have complete information attached: name of the student, name of contents, dosage and instructions.

Note: The school will not dispense any over the counter drugs such as Advil, cough drops, Tylenol, or aspirin. School personnel will give emergency aid as needed.

Lost Materials

Please notify your teacher regarding the loss of textbooks, media books, workbooks, or other such items belonging to our school.

School Pictures

School pictures will be taken in the fall and spring. Advanced information will be sent home listing the prices and packages available. Preschoolers may participate in picture day.

Middle Canyon Elementary Student Handbook

School Lunch

Our cafeteria serves nutritious breakfast and lunch daily. Students who prefer may bring cold lunches from home.

Meals may be paid for on a weekly, monthly, yearly or daily basis. **Meals should be paid for in advance.** Our intent is to facilitate the lines during the actual lunch times. Applications for free and reduced lunches are given to each student at the beginning of the school year or at registration. If you are interested in applying, the completed form should be returned as soon as possible. A new form must be filled out each year.

Breakfast	Student	\$1.30
	Adult	\$2.00
Lunch	Student	\$1.95
	Adult	\$3.50

Pick up and Drop Off

Bus Area-No Parking Area: Please note the following rules for picking up or dropping off students at Middle Canyon Elementary. It is vital that we maintain safety standards to protect our students.

1. The State requires that we do not use the bus zone as a drive through to drop off students or pick up students.
2. Do not park in the left lane of the parent drop off lane. Do not drop students off on the left curb.
3. If you need to take care of business inside of the school, please use the school parking lot to park your vehicle
4. Crossing Guards are here to help service students cross the drive. Please observe them at all times. A driver out of compliance will be ticketed by the city police. Be advised also, there is no "Jay Walking" across the drive. Cross walks are provided.

Disaster Preparedness

Each teacher has posted an emergency evacuation plan. Students will be instructed on the basic rules for evacuation of the building in an emergency. Drills will be held at irregular intervals during the year to practice evacuation. Our reunification location is the **Cedarview LDS Chapel** behind the school. Parents must present ID in order to pick children up.

Fighting

Fighting is not tolerated at Middle Canyon Elementary. Before any action is enforced on a student or students, and investigation will take place. If suspension is enforced, the student(s) may be suspended for a period of up to ten days. When a suspension is enforced, a conference among the student, the student's parents, and the school administration must take place before that student will be allowed to return to school.

Middle Canyon Elementary Student Handbook

Gum

Students are not allowed to chew gum at any location on the school grounds.

Profanity

Inappropriate or filthy language will not be tolerated. Students engaged in vulgar speech, whether spoken, written or gestured are subject to discipline.

Toys

Students are not permitted to bring toys to school.

Guest (substitute) Teachers:

It is very important that students afford guest teachers the utmost respect. Students should behave in a manner as to not disrupt the teaching/learning in his or her classroom. If a student becomes disruptive a student may be subject to discipline.

Bicycles

Students who ride bicycles to school are to park them in the bike racks. Bikes are to be **walked** while on the school grounds. The school cannot be responsible for loss or damage to the bicycle.

Scooters

Students who ride scooters to school are to park them in the bike racks. Scooters may not be parked outside the front doors or in classrooms. The school cannot be responsible for loss or damage to the scooter. Scooters are to be **walked** while on school grounds.

Read To Succeed/ Read Every Day

We believe reading is so important that we encourage every student to read at least 30 minutes every day.

District Policies and forms

The following policies are available on the school website: Go to www.tooelesd.org, choose schools, middle canyon, and then select handbooks.

Absence Policy	Safe Schools
Bus Rules	TCSO Lice Policy
Bullying Policy	FERPA
Cell phone Policy	Disabilities Act
Tobacco-free	Bring Own Device Policy
Fee Waiver Application	Dress Code Policy
No Elementary Fees Policy	