

VERNON ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2017-2018



Home of The Vernon EAGLES

*Vernon Elementary
90 North Main
Vernon, Utah 84080*

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TEACHERS AND STAFF

Principal	Jeff Wyatt
Lead Teacher	Jalynn Livingston
Kindergarten	Jalynn Livingston
1 st Grade	Jalynn Livingston
2 nd Grade	Jalynn Livingston
3 rd Grade	Janine Harmon
4 th Grade	Janine Harmon
5 th Grade	Janine Harmon
6 th Grade	Janine Harmon
Paras	Brooke Petersen
	Stef Holden
	Sam Rydalch
Custodians	Rachelle Walker
	Bob Pehrson
Cafeteria	Julie Olson
Library	Afton Mannino

1st – 6th Grade School Schedule
(Monday, Tuesday, Thursday, & Friday)

2017-2018

Teachers arrive	8:00 a.m.
Warning bell (students should arrive)	8:25 a.m.
School begins	8:30 a.m.
Recess	10:30 a.m.
Lunch	12:00 (noon)
Recess	12:20 p.m.
Dismiss	3:00 p.m.

(Wednesday)

Teachers arrive	8:00 a.m.
Warning bell (students should arrive)	8:25 a.m.
School begins	8:30 a.m.
Recess	10:30 a.m.
Lunch	11:40 a.m.
Dismiss	12:00 (noon)

Kindergarten Schedule

(Monday, Tuesday, Thursday, & Friday)

Teachers arrive	8:00 a.m.
Warning bell (students should arrive)	8:25 a.m.
School begins	8:30 a.m.
Recess	10:30 a.m.
Dismiss	11:15 a.m.

(Wednesday)

Teachers arrive	8:00 a.m.
Warning bell (students should arrive)	8:25 a.m.
School begins	8:30 a.m.
Dismiss	10:30 a.m.

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. Homework will be assigned each night by the classroom teacher. Part of each night's assignment is to Read! Read! Read!
 - a. 30 minutes a night for grades: 3rd – 6th
 - b. 20 minutes a night for grades: kindergarten – 2nd
4. Please check out the cell phone policy in full (on page 17). They can be educational and useful, but also a big distraction for your child and their classmates.
5. 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 or fieldtrips.
6. Make sure to complete the registration process since it will effect what your students can do at school including going to recess and utilizing technology on campus.
7. Please contact Jeff Wyatt or one of the teachers for any questions regarding this handbook.

Students at Vernon Elementary Are Life Long Learners

Student Code of Conduct

Vernon EAGLES Are:

Ever Accountable

Generous

Loyal

Energetic

Scholars

1. Be Ever Accountable For Your Own Actions
2. Be Generous, Respect The Rights of Others
3. Be Loyal, Follow Directions The First Time
4. Be Energetic, Keep Hands, Feet, Mouth, and Objects To Yourself
5. Scholars Are Ready To Learn

The Personal Responsibility of Each Vernon Elementary Student

Rules of Conduct in the Lunchroom

1. Ever Accountable
 - a. Get everything you need before you sit down
 - b. Clean up after yourself. Put all trash in the garbage and wipe up any spilled food or drink
2. Generous Respect
 - a. Listen and respond politely to the instructions of the lunch personnel and the staff members on duty
 - b. Say “Please”, “Thank you”, and “Excuse me”
 - c. Use indoor voices at all times
3. Loyal
 - a. Students must not throw food in the lunchroom
 - b. Finish all food and drink before leaving – Food is not to be taken out of the lunchroom
 - c. If food or drink is spilled, the teachers or Mrs. Olson need to be notified and student will help clean it up immediately
4. Energetic Hands and Feet
 - a. Wait patiently for your turn in line - Students must not crowd or push in the lunch line
 - b. Eat your own food and keep your hands off other students and their food - Don't ask others for food or money
 - c. Students are expected to use proper manners when eating in the lunchroom
5. Scholars
 - a. Know what they ordered before they enter the lunchroom
 - b. Wait to dump your tray until a teacher dismisses you

Rules of Conduct in The Classroom, Restroom, And Hallways

1. Ever Accountable
 - a. Personal cleanliness, and acceptable language will be expected at all times
 - b. Students are expected to help keep our school building clean - respect the bulletin boards, and class areas, hallways, media center, and school grounds
2. Generous Respect
 - a. Respect for teachers and adults at all times
 - b. Show respect for one another by refraining from name calling, threatening others, fighting, or arguing
 - c. Restrooms should be respected and cared for just the same as the rest of the building: Keeping voices down, no fighting, don't waste paper, soap, or towels
3. Loyal
 - a. Bouncing balls or playing catch shall be limited to the gym or outside areas unless otherwise approved by the teacher
 - b. Students will not use the restrooms as play areas; no physical education equipment is permitted in the restroom
4. Energetic Hands and Feet
 - a. Stay to the Right – go with the flow
 - b. Walk safely and slowly – running should be done outside, not in the halls, classrooms, lunchroom, or restrooms
 - c. Students must show respect for each other's property by not stealing or hiding another person's school or personal property
5. Scholars
 - a. Move quietly and in an orderly manner from one part of the building to another
 - b. Come to school on time and ready to learn

Rules of Conduct On The Playground and In The Gym

1. Ever Accountable
 - a. All activities are to be confined to the acceptable play area as determined by the teacher
 - b. All equipment will be returned when finished with it – If you take something outside you are responsible for bringing it back in
2. Generous Respect
 - a. Respect and think about others and their feelings
 - b. Demonstrate good sportsmanship - Play fair and share equipment and space
 - c. Use appropriate language
3. Loyal
 - a. Bicycles, roller blades, scooters, and skateboards are not to be used on school grounds during school hours or when students are coming to and from school
 - b. Throwing snowballs, rocks, or any other hard object is strictly prohibited
 - c. Stop activity when the bell rings
4. Energetic Hands and Feet
 - a. Use caution on the playground so that playing does not become too rough, endangering the safety of anyone
 - b. Fighting, tackling of any kind, chasing games where students are caught and pulled down to the ground are not allowed
 - c. Play safely and play games by the rules
5. Scholars
 - a. Do not leave the defined playground area during recess time for any reason
 - b. Come in when called the first time and line up in an orderly manner to prepare to enter the building

Rules of Conduct In the Library

1. Ever Accountable
 - a. Bring necessary books, materials, and supplies with you
 - b. Use ALL equipment carefully – Do not damage or remove ANY equipment from the library
 - c. Return books and other materials on time and in good repair
2. Generous Respect
 - a. Enter with a quiet voice
 - b. Be patient and wait your turn
 - c. Ask for help and speak to others with a respectful tone – Remember to say “Please”, “Thank You,” and “Excuse Me”
3. Loyal
 - a. Show respect to the teacher and librarian at ALL times – Listen and be cooperative in following directions
 - b. Ask for help when you need it
 - c. Push your chair in when finished working
4. Energetic Hands and Feet
 - a. Respect others people’s personal space
 - b. Work quietly
5. Scholars
 - a. Turn library books in on time
 - b. Have pencils and paper with you, if needed

Rules of Conduct During Assemblies

1. Ever Accountable
 - a. Enter and exit the assembly responsibly
 - b. Sit quietly, eyes forward, listen
2. Generous Respect
 - a. Display appropriate audience behavior before, during and after presentation
 - b. Be a good listener
3. Loyal
 - a. Listen and follow instructions
 - b. Disruptive behavior such as screaming out and stomping feet will not be tolerated.
4. Energetic Hands and Feet
 - a. Respect other people's personal space throughout the presentation
 - b. Keep hands and feet to yourself
5. Scholars
 - a. Sit in your assigned area
 - b. Be ready to participate and enjoy the assembly as a courteous spectator

Policies and Procedures

2017-2018

Routing Plan

Overview General:

Vernon School starts at 8:30 a.m. and ends at 3:00 p.m., on (M, T, TH, and F) and 8:30 a.m. to 12:00 (noon) on Wednesdays. Teachers' hours are from 8:00 a.m. to 3:30 p.m. There are no bus students at Vernon Elementary. The majority of students are transported to school by their parents. Very few students walk to school, those families living close to the school allow their children to walk to school. There are no sidewalks leading to the school and no shortcuts. Parking is in front of the building.

School Arrival:

Students begin arriving at school approximately 8:05 a.m. to 8:30 a.m. Traffic speed limit is 20 MPH on Main Street through the school zone. The school zone is identified by speed bumps. School staff also place green men safety devices and cones in front of school on Main Street. Parents are cautioned to closely observe all students when dropping of their children. Drop off is in front of the school, near the front gate. Students who walk to school enter school ground by the same gate. Students enter and remain on school grounds upon arrival.

School Departure:

Parents begin arriving to pick up their students at 2:50 p.m. Upon release from class teachers are outside the building to observe students leaving with their parents. Those students walking can be observed until they exit the school zone. Green men are retrieved and put away after all of the students have left the school grounds. Pick up and dispersal is usually complete within fifteen minutes.

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 Vernon Elementary School believe that students need to be in class, on time, and ready to learn every day. We expect students at Vernon Elementary to take advantage of the educational opportunities offered to them. Therefore, we request that you please contact the school and let us know when your child is going to be absent. Only absence

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, agree to excuse the students for a specific purpose. Students with an excused absence shall be afforded an opportunity to make up any school work, quizzes, test, etc.... missed because 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.

Early Check-Out/Release

In the event a student needs to be dismissed from school early, parents/guardians must come directly to the classroom before the student will be dismissed. 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.

Arrival to School

It is important that students learn to be punctual. We suggest arrival time between 8:15 and 8:25 a.m. **Students should not arrive before 8:00 a.m.** Teachers will be planning before school begins. Please respect this planning and preparation time. Students should be in the school and ready to start by 8:30 a.m.

Vehicles, Bikes, Scooters, Skateboards, and Wheelies on the School Ground

Because of danger to our students, we ask that no vehicles, bikes, skateboards, and wheelies are on the school grounds.

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 hall until the students are dismissed. Please follow the directions of staff when they are outside.

Students Kept After School

No student will be detained after school hours unless his/her parent/guardian has received prior notification.

Telephone Use

Students with a legitimate reason (emergency) will be allowed to use the phone. You may call during the school day in case of emergency. We try to limit all classroom interruptions in order to facilitate productive use of classroom time.

School Lunch

Hot lunch is available for all students each day. Students are welcome to bring their own lunch from home. Milk may be purchased. Students may 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 Vernon Elementary. Students are not to leave for lunch unless accompanied by their parent or guardian. Application for free and reduced 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 lunch program.

Cost For Lunch:

Students: \$1.95 Adults: \$3.20

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 education 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 make 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.

Vernon Eagles Are Ever Accountable, Generous, Loyal, Energetic Scholars

Schools rules are intended to form a nucleus for an orderly and safe school environment. They are the framework for a school wide discipline plan and aid in dealing with problems. In addition to school and district rules, students are expected to use common sense and to act responsibly. The objective of a school discipline plan is to reward positive behaviors and to change unacceptable behavior to acceptable behavior. Good behavior and regular attendance are rewarded with individual, class, and grade level incentives. Negative behaviors are met with consequences, including think-time, loss of privileges, or detention. In general most minor discipline problems will be handled in the classroom between the student and teacher. Parents may be notified in the problem becomes a deterrent to learning in the classroom. In the event of major problem the student will be referred to the district and actions will be taken according to the school and district guidelines.

Technology Usage and Fraud

Computers, internet, and other technological equipment are used at Vernon 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 technology agreement will lose their technology privileges at Vernon Elementary School. The cost of repairing, restoring, or replacing hardware, software, or data due to willful damage will be an obligation of student and his/her parents.

Student Dress Code

The purpose of establishing dress standards is to provide educational atmosphere where students can feel comfortable in striving to achieve their potential. Proper dress and grooming greatly affect the attitudes and behaviors of your 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 that which protects your feet from harm (open toed shoes and “wheelies” are not allowed.)
4. It is our desire that this clarification will not place any undue burden of student or parents, but will help to clarify the policy and reinforce standards that exhibit modesty and support mutual respect and safety for everyone at Vernon 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 Vernon 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 (unless otherwise permitted for special occasions).
2. Bare-midriff tops, spaghetti-strap tops (shoulder straps need to be at least 1 ½) inches, or tub 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 under clothing.
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

Throughout the school year many personal items (coats, shoes, hats, gloves, lunch boxes, jewelry, glasses, etc.) are left by students. If your child loses anything, please check the schools lost and found area immediately. **Please put your child's name on all Backpacks, Coats, Gloves, Hats, Lunch Boxes, Etc.** This will help us return lost items to your children.

Gum

Gum is NOT allowed in school. Except when provided for testing.

Inclement Weather

Due to the many changing seasons in our area, there will be days when the weather outside is rainy, snowy, and very hot or 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 mot days for recess. The staff will make the final decision whether it is appropriate to go outside. Please send your student to school dresses appropriately for the weather. If your child has a special need to stay inside please contact the teacher and make those arrangements.

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 during the school day. No riding, boarding, blading, wheeling, etc. is allowed on school property at any time. Vernon Elementary is not liable for any of these items if they become damaged or stolen.

Parent Volunteers

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

Parent Conferences/Visits

Parents are always welcome at Vernon Elementary. During the course of the school year, you may wish to confer with one of the teachers or to visit a classroom. Cooperation between teacher and parents plays an important role in student's success. For this 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. 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

Vernon Elementary staff 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. Any time a student is failing, Vernon Elementary teachers will notify parents of failing performance. This notification will be accomplished with the parent before it's 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 recognize that technology can enhance teaching and learning. Students-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 the 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 recording others in such location 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 replace the old cell phone policy 5.40 adopted in April of 2007. This policy does not change the existing district Acceptable Use Policy.

Vernon Elementary consequences for inappropriate cell phone usage:

1. 1st offense – Warning with a reminder of the policy.
2. 2nd offence – Student forfeits cell phone and must pick it up from the lead teacher after school. Students and teacher will complete a form to explain what happened and why it was wrong. Parents will be contacted
3. 3rd offence – Student forfeits cell phone and a parent must retrieve the phone from the lead teacher. Students and teacher will complete a form explain what happened and why it was wrong. Parents will be contacted

4. 4th offence or more – Student forfeits the phone, parent meeting, and possible suspension. Students and teacher will complete a form to explain what happened and why it was wrong.

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. Show-n-Teach items will be shown and explained then put away. If students are caught playing with their Show-n-Teach items they too will be taken away. Any object that is taken away will be returned to parents.

Student Visitors/Guest

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. Junior high and high school students are not allowed on campus during the regular school day without permission from staff.

Fundraising Activities

All fundraising activities must be pre-approved by the administration. This includes any student, parent, teacher, staff, or PTO activity occurring on school property. A completed fundraising form must be submitted and approved prior to the beginning of the activity. Vernon 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 PTO, 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 date 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/guardians will be notified to pick up the students. It is the responsibility of the parents/guardian to treat the students with a head lice product and most importantly to **remove all nits and head lice from the student's hair**. The students 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.
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 Requested 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 Staff unless otherwise specified in the Health Care Plan.

Special Education

Vernon 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 serviced 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

The VII is a federally funded program that assists Native American Students. Although Vernon Elementary makes every effort to identify student who are eligible for services please let Mrs. Poulson or Mrs. Livingston know if you believe your child may qualify for this support.

Coordinator:	Jackie Gallegos	(435) 833-1915
Assistant Superintendent:	Doelene Pitt	(435) 833-1900

Alternative Language Services

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

Coordinator:	Adela Quinonez	(435) 833-1915
Assistant Superintendent:	Doelene Pitt	(435) 833-1900

Emergency Preparedness and Evacuation Plan

In the event of an evacuation of the building, the instructional staff has responsibility of leading students to an area of safety. 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 an emergency evacuation plan. Students are instructed on the basic rules for evacuation of the building in an emergency. Drill 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 VERNON LDS CHURCH BUILDING North Main Vernon, 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 classroom 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 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 student will be dismissed as usual. Notice will be given by the district.

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 Vernon Elementary website as soon as possible after the lock-down ends, and so we encourage parent to look there for details.

The district has recently installed an automatic call-out system that is 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. A message regarding the lock-down will be sent out on the automatic call-out system as soon as possible after the lock-down ends. If your phone number changes during the school year please make the changes 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 received a copy of the Tooele County School District's "Safe School Conduct and Discipline Policy". This policy is included as part of this 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 Vernon Elementary follows these policies.

Weapon Control

The Gun-Free School Zones Act prohibits the possession of, discharge of a firearm on or within 1,000 feet of public, private, or 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 proscribed 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 Vernon 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. Vernon Elementary School has a zero tolerance policy for aggressive behavior. This kind of behavior will not be tolerated. Students who resist 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 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 person.

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.
Cyber-Bullying: Sending insulting, threatening or harassing messages by telephone, computer, or electronic messaging.

Theft

Vernon 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 incident 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 guidelines 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 building, grounds, equipment, and facilities at Vernon 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 and staff within the building. Moreover, these issues constitute felony offenses and will be dealt with severely. Vernon 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 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.

Great!!

You made it.

**Consider yourself an awesome
Vernon Elementary parent.**

**No really, pat yourself on the
back.**