

Settlement Canyon Elementary Parent & Student Handbook 2018-19



School Information

School Address: 935 W Timpie Rd. Tooele, UT 84074
School Phone: (435) 882-4597 Lunchroom: (435) 882-0694 Fax: (435) 882-0760
Principal: Camille Hanson chanson@tooeleschools.org
Secretary: Tennille McCleve-Mendez tmendez@tooeleschools.org

Settlement Canyon Elementary Staff 2018-2019

Principal: Camille Hanson

Kindergarten

Stacy Crane

1st Grade

Kammeron Murray
Chelsea Nash
Elise Pratt

2nd Grade

Bev Dobson
Tiffany Hogan
Linda Pietrzak
Candy Raleigh

3rd Grade

Susan Ostler
Kjerstin Shosted
Sharon Verikas

4th Grade

Lisa Butler
Valerie Butts
Kaylene Duncan

5th Grade

Carmella Abel
Amber Anderson
Katelyn Isaia
Stephen Warner

6th Grade

Robert Foster
Heather Herrman
George Robison

K-3 Literacy Coach

Amy Christen

Special Education

Chris Parks
Brinna Coleman
Kymberly Krause

Speech/Language

Melissa Robison

SP ED Aides

Trisha Shelble
Laci Stewart
Mollie Ellis

Librarian

Susan Moffett

Secretaries

Tennille McCleve-Mendez
Karie Jackson

Counselor

Anne Colunga

Custodians

Bryan Hansen
Tim Pomeroy
Nellie Gruber

AmeriCorps Aide

Paula Lee

Art Aide

Kendra Wilson-Wolfe

Computer Aide

Kayleen Hall

Trustland Aides

Tami Dymock
Candace Marsing
Christi Nash
Jessica Scott
Marilyn Strieby
Lori Walters

Lunchroom

Christine Gorringer-Mgr
Debbie Darling
Jamilyn Jackson
Lori Phillips
Karen Robison
Denine Smith



SCHOOL YEAR CALENDAR 2018-2019

Approved April 11, 2017

EVENT	DATE	
Special Ed Law Conference	Aug 1, 2	Wednesday, Thursday
Building Leadership Team Training	Aug 3, 6	Friday, Monday - all BLT Teams
Leadership Institute	Aug 7, 8	Tuesday, Wednesday
New Teacher In-service	Aug 9, 10	Thursday, Friday
District Days	Aug 14, 15, 16, 17, 20	Tuesday - Monday
First Day of School	Aug 21	Tuesday
Labor Day (NO SCHOOL-ALL)	Sep 3	Monday
District Day #6 (NO SCHOOL-STU)	Oct 8	Monday Techtobor Fest
Teacher Convention (NO SCHOOL-ALL)	Oct 18, 19	Thursday, Friday
End 1st Term (45 Days) (NO SCHOOL-STU)	Oct 26	Friday 1/2 Day Data and 1/2 Day Grades
Start of Second Term	Oct 29	Monday
Thanksgiving Break (NO SCHOOL-ALL)	Nov 22, 23	Wednesday (Early Release for ALL), Thursday, Friday
Winter Break (NO SCHOOL-ALL)	Dec 24 - Jan 1	
Resume School	Jan 2	Wednesday
End 2nd Term (44 Days)	Jan 9	Wednesday
Start Third Term	Jan 10	Thursday
89 Total Days First Semester		
Teacher Work Day (NO SCHOOL-STU)	Jan 11	Friday 1/2 Day Data and 1/2 Day Grades
Martin Luther King Day (NO SCHOOL-ALL)	Jan 21	Monday
Presidents Day (NO SCHOOL-ALL)	Feb 18	Monday
End 3rd Term (45 Days) (NO SCHOOL-STU)	Mar 15	Friday 1/2 Day Data and 1/2 Day Grades & Planning
Spring Break (NO SCHOOL-ALL)	Mar 18-22	Monday - Friday
Start Fourth Term	Mar 25	Monday
Easter Break (NO SCHOOL-ALL)	Apr 19, 22	Friday, Monday
Last Day of School for Students	May 23	Thursday 1/2 Day for Students
4th Term Ends (43 Days) (NO SCHOOL-STU)	May 24	Friday 1/2 Day Data and 1/2 Day Grades & Planning
88 Total Days Second Semester / 177 Total School Days		
Memorial Day (SCHOOL IS OUT)	May 27	Monday

- Wednesday afternoons will be Professional Learning Community Time:
 - Elementary PLC time: 12:45 - 1:30 p.m.
 - Secondary PLC Time: 1:45 - 2:30
- Wednesday afternoons will be elementary planning time: 1:30-4:00 p.m.

The calendar has 173 days of student contact, 4 data days that count as student days, and PT Conferences that count as 3 student days for a total of 180 student days.

Settlement Canyon Elementary

Daily Schedule

Regular Schedule	Wednesday Schedule
8:30am- Doors Open	8:30am - Doors Open
8:30- 8:50- Breakfast Served	8:30-8:50- Breakfast Served
8:50- Warning Bell	8:50 - Warning Bell
9:00- School Starts	9:00 - School Starts
9:00-11:45- AM Kindergarten	9:00-10:30- AM Kindergarten
12:45-3 :30 - PM Kindergarten	11:00-12:30- PM Kindergarten
11:20-11:50- 1 st & 2 nd Grade Lunch	10:30-11:00 -1 st & 2 nd Grade Lunch
12:00-12:30 – 3 rd & 4 th Grade Lunch	11:10-11:40- 3 rd & 4 th Grade Lunch
12:40-1:00 – 5 th & 6 th Grade Lunch	11:50-12:10- 5 th & 6 th Grade Lunch
3:30 - School Dismissed	12:30 – School Dismissed



Settlement Canyon Elementary Badger Code of Conduct

We believe it is a privilege to be enrolled at Settlement Canyon Elementary School. We are a family and we take great pride in our actions and our school. As a student, I understand and accept my responsibility in the following six "Badger" areas:

B—Be Responsible

Your first responsibility is deciding to conduct yourself in a positive and healthy way while you are at school. You will be held responsible for your actions. Being responsible will result in a fun and exciting school experience.

A—Attend School Daily

You have an obligation to be in school and on time every day. Daily attendance is very important to your success as a student and to your academic progress.

D—Follow Directions

In order for the efforts of the teachers and staff to be successful and for you to work and achieve your potential, you must cooperate with us and do all the things you are asked the first time you are asked.

G—Give 100%

While at school you are expected to work hard and give 100% every day!

E—Enjoy School

School should be fun! Enjoy the process of learning and growing.

R—Respect yourself and others

You should always strive to treat others with the courtesy, dignity and the respect you like to be treated with.



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. Safety drills will be conducted throughout the year to help us be as prepared as possible. Every effort will be made to keep parents informed during an emergency however, parents are requested to stay away from the school grounds to help to maintain clear access to the school grounds for emergency equipment, unless asked to go to the school by emergency personnel. If possible, parents should walk over to the building when the time is right. Leaving cars at home may be a big help with traffic congestion.

In the event that there is a major emergency at Settlement Canyon and we need to vacate the school, our site of reunification will be the LDS Church south of the playground. Please do not come over to the school while we are vacating. Meet your child at the reunification site. An accurate accounting of all students will be necessary. Students will be **released only** to their parents or to those listed on the emergency information cards, please be prepared to show identification. **Please be sure cards are always up to date.**

Please call the district office at 833-1900 for further information and/or instructions in the event of an emergency.

OPEN-DOOR POLICY – Mrs. Hanson has an open-door policy with parents, teachers and students. Please take advantage of the invitation to come in and visit, call or email if you have a question that needs to be answered or a concern. If Mrs. Hanson is not available when you stop by, she will get back to you as soon as possible. Please feel free to make an appointment through the secretaries if you prefer.

COMMUNITY COUNCIL– Community Council is an integral part of Settlement Canyon Elementary and the school owes much of its success to these organizations which are kept going by very dedicated and talented parent volunteers. We encourage all of you to be involved.

The Utah State Legislature passed a law in 2000 requiring every public school in the state to establish a Community Council at the school-site level consisting of parents and school personnel for purposes of school improvement. This is an advisory council which helps make plans, review programs and addresses concerns. Parents and community members are encouraged to use the community council process to address concerns. The Community Council reviews programs, testing results and develops the Trust Lands Plan. Instructional aides, PE and Computer Specialists are among the things funded by Trust Lands.

The Community Council meets throughout the year in the Library and parents are encouraged to participate. Please watch for dates and agendas on the school website or Face Book page. Agendas are posted on the school doors prior to meetings and if there's something you'd like included on the agenda, please contact Mrs. Hanson at least a week before the scheduled meeting.

PTA – The Parent Teacher Association provides an opportunity for parents to get involved in the school in a variety of ways. Our PTA provides many great activities for our children throughout the year including Reflections, assemblies, and family nights. The PTA generously provides meals for teachers and staff during conferences and treats the teachers to wonderful surprises during Teacher Appreciation Week.

The PTA also provides programs and transportation costs for field trips by sponsoring various fundraisers. Meetings are generally held on the 2nd Thursday of each month at 6:30 p.m. Please be on the look-out for quarterly newsletters that will come home with students and check out PTA information on the school website and Face Book. Please consider joining and being involved as much as you can.

COMMUNICATION – The district has implemented an electronic flyer distribution program called Peachjar, it replaces paper flyers. Through Peachjar, each school can send e-flyers to families. You **MUST** have a current email registered with the school to receive the flyers. You can login to ASPIRE to update any email information. If you do not have access to email, please let the office know that you will need a paper copy of all flyers sent home.

If you have questions or concerns, please contact your child's teacher or Mrs. Hanson. If a problem arises, you are encouraged to talk to your child's teacher first to gain a full perspective. If a problem can't

be resolved or you are aware of a serious situation, please contact Mrs. Hanson directly. Email is an easy way to contact staff. Most of our email can be addressed using the first initial and last name @tooeleschools.org.

ARRIVAL TO SCHOOL – We suggest an arrival time of 8:45 unless children eat school breakfast. Students who eat breakfast will be admitted to the building at 8:30. 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 too early. Teachers will be planning before school begins. Please respect this planning and preparation time. A well-prepared teacher is essential to your child's education. Students should be in their seats and ready to start school when the tardy bell rings at 9:00.

TARDIES – Being late can be disruptive to a child's education. Excessive or habitual tardies cause students to miss important instruction. It takes additional teacher time to explain or help catch up the tardy student which is not fair to the students who arrive on time. It is often embarrassing to students to be late. Please help us by making sure your child gets off to a good start. The best arrival time is 8:45.

ATTENDANCE – There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend regularly. When students are tardy or absent, they miss out on valuable learning and social experience that cannot be replaced.

The importance of regular attendance cannot be over-emphasized. A child should be in school every day that he/she is able. Students who miss a lot of school are at risk. Research has shown that each day of absence results in 2 ½ days of loss of learning due to disruption in the student's instruction. Your assistance with this could make a big difference for your child.

The fewer the absences the better, but generally ten school days missed for the entire year is considered manageable. Acceptable reasons for being absent are personal illness, professional appointments that are impossible to schedule at any other time and family emergencies. Babysitting, shopping and other such things are not recognized as legitimate reasons for missing school. Please do everything possible to arrange vacations with the school calendar in mind. Try to schedule doctor and dentist appointments so that children do not miss instruction. Unless the appointment takes the entire school day, students are expected to attend class before and after their appointments.

It is extremely difficult to successfully keep up with class work if attendance is irregular. Even "getting the work" does not make up for missing instruction. Regular attendance is not only critical for a good education but is the parent's legal responsibility.

If a child is going to be absent or late, please call or email the school (tmendez@tooeleschools.org) by 9:30. A voice mail message can be left if the call is made before school hours. If a child does not arrive at school, we want to be sure he/she is safe with you.

TCS D has implemented a call out system which will make phone calls home if your child has not been called in absent and excused that day. At this time, those phone calls will go out starting at 10:30 a.m.

Classroom incentives and school-wide incentives promote the importance of attendance.

Each family will have access to the Tooele School District's Compulsory Attendance Policy which will be posted online at our school's website. Please review the policy and if you would like a paper copy of the policy for your records, please stop by the office and pick one up.

MAKE-UP WORK – When students are sick, teachers will gather assignments to be picked up after school or sent home with another student, if requested. Please e-mail the teacher or call to request the service. Please do not drop in during the school day to pick up assignments for students who are sick. When classes are interrupted, it disrupts valuable instructional time for other students. Please remember there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussion cannot be reproduced or re-staged for children who are absent. Please be aware of the late work and make up work policies in grades 4, 5 and 6 by. Your child's teacher will provide detailed information regarding late work and make up work.

DISMISSAL – Students are not to be on the playground using equipment or playing during dismissal. They may return later to play outside once they have checked in with their parents and have their parents' permission, but students will not be able to have access to the building nor will supervision be provided.

PARENTS REQUESTING EARLY DISMISSAL/RELEASE OF STUDENTS - In the event a student needs to be dismissed from school prior to the last bell of the day, parents/guardians are to come to the office and officially withdraw the student. Upon completion of the sign out process which includes presenting identification, the student will be called to the office. Parents/guardians are not allowed to go directly to class and withdraw the student. We will not allow students to wait outside of 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.

HOMEWORK & GRADING– See attached Homework and Grading Policies

PLANNERS, TEXTBOOKS AND LIBRARY BOOKS – Students in grades 4, 5 and 6 are given planners at the start of the school year. They are used as an organizational tool to help keep parents informed about school work. Parents will be asked to sign off on daily reading requirements in the planner. The planner will be used to list work that needs to be done at home and provides information on any special projects. If a planner is lost or misplaced, it must be replaced. The replacement cost is \$1.50.

Any textbooks, library books or books in special reading programs need to be returned or replaced before Field Day if lost or damaged beyond repair. If not, students will do school service in lieu of field day.

ASPIRE - Parents are encouraged to use ASPIRE to track their child's work, attendance and lunch account. The school provides passwords and ID numbers. Please understand that grades will be posted in a timely manner. TCSD Board policy requires that grades be updated every two weeks. If you have any questions about missing assignments or grades, please email your child's teacher.

In order to make better use of ASPIRE, save resources and time, effective this school year teachers in grades 4, 5 and 6 will no longer give out Weekly Reports or Missing Work Lists. This change was reviewed, discussed and approved by the Community Council.

TESTING – Students are tested to monitor their progress throughout the school year. Some testing is informal, and some is formal and mandated by the state. All children are given reading screenings at the beginning of the school year to help teachers plan effective instruction. Throughout the year reading fluency is regularly tested using DIBELS which are grade level passages that students read for word accuracy. Reading fluency rates provide snapshots of a child's reading progress and sometimes tell us that further exploration may be warranted. Progress monitoring in math is completed regularly in each classroom and data is analyzed to inform instruction.

TEACHER COLLABORATION TIME - Students will be released from elementary schools at 12:30 on Wednesdays to give teachers the time to collaborate. Secondary schools will have early out days as well that work the same way. The School Board approved the days to be used for teacher collaboration and professional development. The purpose is to improve student achievement through effective teacher instruction and skills development. Student learning data will be closely analyzed to better inform instruction.

Elementary school teachers' contract stipulates that the rest of Wednesday afternoon is for teacher planning time. This is part of the negotiated contract.

EARLY RELEASE OF STUDENTS – TCSD Board of Education approved days for the early release of elementary school students at the end of each term. This gives teachers the time to prepare report cards without supervising students in the classroom. The early release days are on the district calendar. All students will be released at 12:30 on those days. Kindergarten students will attend school on a Wednesday schedule on early release days.

PARENT CONFERENCES - 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 call to schedule the conference before coming to the school so as not to interrupt a class in progress.

For the 2018-2019 school year, the first round of conferences will be scheduled by parents for either Sept. 19th or 20th. Every child will have a conference scheduled at the start of the year. Parents will have the opportunity to sign up for conferences online. A conference will be scheduled for parents who do not make their own. To take advantage of the best times and because parents know their schedules best, we suggest parents schedule their own conferences. More information and directions will be provided as the dates approach.

There are two other conference nights mandated by the Board. Those will be February 20th and 21st.

Please do not feel you have to wait for formal conferences to meet with your child's teacher. Let your child's teacher know at any point if you need to arrange a conference either by meeting or by phone or email. Teachers want to be available to parents to help insure school success for every child.

We are sure you realize that a teacher's primary responsibility is to the students in the classroom. We also believe you are aware of the problems that could arise if parents go into the classrooms during school time to talk with teachers. Therefore, no one should go to a teacher's room without checking with the office and arranging an appointment time. Conferences must be held before or after school.

PARENT REQUESTS FOR STUDENT PLACEMENT - The staff takes extensive and thoughtful effort to place students with the most appropriate teacher possible. Teachers play a key role in the placement process. Teachers meet as a grade level and divide the students into classes that are equally balanced in relation to all the other classes at that grade level. When class groupings are made, teachers consider the individual needs of the students as well as the composition of the whole group.

Staff members consider the academic needs of the student and attempt to match those needs with individual strengths of teachers. We work diligently to balance each class so that teachers are not hampered in their efforts to meet individual needs. We look closely at the social and behavioral needs of each student to create the most productive, effective, and positive learning environment possible. We have learned that requests for teachers may get in the way of an effective and balanced education for all students. Therefore, we do not take teacher requests. If there are extenuating circumstances that you want us to be aware of please contact Mrs. Hanson in writing by the last day of school.

VOLUNTEERS – Volunteers are always welcome and much appreciated. Many of the things the school provides would not be possible without the generous support of the community. Volunteers often find that the energy and commitment put in is returned in terms of satisfaction, skills and experience. All volunteers, including those who go on field trips, must complete a background check through the district. Please contact the office for more information.

Please sign in and wear a badge while in the building. When you leave, please record your hours so that the PTA gets credit for your service. Every volunteer is required to have a signed School Volunteer Information Sheet on file and must protect the confidentiality of all student information. There are many ways to volunteer and be involved. Please contact your child's teacher, our K-3 Literacy Coach, Amy Christen, or the PTA for suggestions on how you can help.

We also recognize that you make valuable contributions to your child's success at school every day when you see that your child completes his or her homework, reads every day, gets plenty of rest, eats well, exercises and has a good attitude about school.

STUDENT VISITORS/GUESTS - Student visitors are not permitted to attend classes, visit school, or classrooms during regular school hours. District policy does not allow students to attend classes unless enrolled at our school. Our school cannot be held responsible, legally or practically, for taking care of children who are not registered at Settlement Canyon Elementary. Please make other arrangements for visiting school-age relatives and friends.

BREAKFAST & LUNCH - Nutritious breakfasts and hot lunches are provided for all students who wish to purchase them. The prices are listed below:

Breakfast	\$1.35
Lunch	\$2.00
Milk	.40
Fruit	.40
Adult Breakfast	\$2.05
Adult Lunch	\$3.55

Students are welcome to bring their own lunches from home. Milk and fruit drinks may be purchased for .40. If students purchase a school lunch but want the fruit drink instead of milk, there is an additional .40 charge. Students may not leave school for lunch unless accompanied by their parent or guardian. Settlement Canyon Elementary is a closed campus.

If you have any questions, please call 882-0760 to speak with the lunchroom manager. Free and reduced lunch forms are available in the office or with our lunchroom manager. We encourage setting up accounts so that money does not need to be brought in daily; payments may be made on-line with no additional fees. We notify all students about the status of their account and let them know when funds are close to running out. You may also check your child's lunch account on ASPIRE.

Students will be able to charge a few meals when they run out of funds because we do not want children to be hungry and we understand that sometimes children forget things, but please help your child have a good experience at school by ensuring that they have what they need to do well. Towards the end of the year, lunch accounts need to be settled and charges are no longer possible. Notices will be sent home.

We are diligently and constantly working toward good table manners, courtesy and proper lunchroom behavior. We believe we should reinforce good eating and behavior habits taught at home. Each child is expected to practice good manners while in the cafeteria. For sanitary and allergy reasons students should not exchange or share lunches.

TELEPHONE USE - The school telephones are for business purposes. In order to eliminate confusion in the office and relieve pressure on the telephone we ask you to arrange with your children ahead of time where they should go after school or the pick-up schedule if they are in a car pool.

The end of the school day is a busy time in the office and phones cannot be tied up with social planning. After school friend arrangements should be made at home. Children with a legitimate reason (emergency) and the telephone pass from their teacher will be allowed to use the phone.

Please do not call children out of class to the phone except for emergencies and PLEASE, DON'T ASK THE OFFICE STAFF TO RELAY MESSAGES TO YOUR CHILD UNLESS THE SITUATION IS VERY IMPORTANT. We try to limit all classroom interruptions to facilitate productive use of classroom time.

CELL PHONES and SMART WATCHES - We understand the feeling of security that cell phones or smart watches bring, but we need to make sure they don't cause problems at school. Cell phones and/or smart watches may be brought to school with parent's permission but must be turned off during school hours and kept in backpacks unless teachers have students use them for learning activities. Cell phones or smart watches are not to be used by students during school hours including recess to call or text out. The office phone is available for students when necessary and with permission during the school day. We cannot assume any responsibility for cell phones or smart watches.

If students do not comply with cell phone or smart watch rules, consequences may be the following:

1st infraction - Cell phone held until end of day.

2nd infraction - Cell phone held until parent picks up.

STUDENT DRESS – Clothing, language and behavior reflect the pride we take in our school and in the pursuit of learning. Proper dress and grooming greatly affect the attitude and behavior of students. Research indicates that student dress influences academic success. With this in mind, we encourage all students to be mindful of their dress and grooming habits. School is the child's place of business, and children who are groomed and dressed in appropriate school clothing seem to do a better job. Learning to comply with this dress policy is an integral part of each student's education and a positive step toward becoming a successful member of society. We also want to encourage children to be children and not grow up too fast.

Some specific dress standards for our school are:

1. Shoes are required at all times including on the playground. Because children will be expected to play outside, please ensure that their shoes are appropriate for active play. ***For safety reasons, flip-flops, high-heeled shoes, or wheelies are not allowed.***
2. Students may wear shorts that cover underwear completely and are the appropriate length. ***Shorts, skirts and dresses should be at least fingertip length.***
3. ***Halter-tops, midriffs and spaghetti straps are not appropriate for school.*** Sleeveless tops may be worn as long as they are modest, at least 2 finger-widths wide, and the body covered properly.
4. Other than winter appropriate hats, ***hats are not allowed*** at school unless it is a special celebration such as "Hat Day".
5. Any clothing with vulgar words or inappropriate pictures will not be allowed at school. Also clothing with advertisements for alcohol, drugs or tobacco or not to be at school.
6. Hairstyles that are disruptive are not permitted.
7. Make-up is to be left at home.
8. Students are not to write on clothing or to wear clothing that students have written on. Students are also not to write on body parts.

Parents may be called to bring appropriate clothing to school if the student's clothing is not appropriate for school. On special occasions, the building principal may designate days when dress standards may be slightly altered.

Please be sure that your child is dressed appropriately to fit the weather conditions for the day. Stay aware of predicted weather conditions and dress your child for their comfort and safety.

LIBRARY POLICY- Each 2nd- 4th grade child checkout may two books weekly. One can be **anything** that they want as a "fun book", and the other is their choice as well, but must be on their reading level. Once a child gets to 5th and 6th grades, they may get two books of their choice as "fun books" (this can include reading books if they choose) and one that is classed as a "reading book", which is their choice of book on their reading level.

LOST AND FOUND ITEMS - If your child finds anything at school, please encourage them to turn the item in to their teacher or the office. Throughout the school year many personal items are left unclaimed by students. These include coats, hats, shoes, gloves, and lunchboxes. Please label all items brought to school and if your child loses anything, please check in the school's lost and found. It would be a good idea to check this box periodically. **Any unclaimed items will be donated to a charitable institution at winter break, spring break and summer break.**

CHANGE OF ADDRESS – Please inform the office if you change your address or phone numbers at home or at work. It is imperative that we are able to locate you in case of an emergency.

WITHDRAWAL FROM SCHOOL – Students who are transferring to another school must check out through the office before leaving. Textbooks, library books, and lunch fees must all be checked off before records are transferred to the new school.

GUEST (Substitute) TEACHERS - Teachers are dedicated hard-working individuals. Occasionally, even teachers must be away from their classrooms because of personal/family reasons, illness or other

emergencies. When the regular classroom teachers are away from the school, the Tooele County School District has hired and cleared a core of qualified individuals to fill in until the regular teacher returns to her/his classroom. If you are willing to serve as a substitute at our school, please let us know.

Functioning as a guest teacher is a difficult job. We need to help them be as successful as possible in their jobs. Counsel your children to be on their best behavior when a guest teacher is assigned. Remind them to treat the guest teacher with respect.

If a student becomes disruptive to the point of being referred to the administrator's office by a guest teacher, he/she may be removed from the classroom for the remainder of the school day. If the infraction is serious, additional disciplinary action may be taken.

TRAFFIC SAFETY – Please always drive carefully around the school and be sure everyone wears seat belts. We want to encourage everyone to drive slowly and extra cautiously anytime children are around. Periodically local police officers will monitor compliance with traffic and safety laws.

We use the front parking lot for drop off and pick up. Students should only enter or exit vehicles on the curb-side. Never park or leave your car unattended in the loading zone.

ROUTING PLAN—It is the responsibility of the employees and parents of Settlement Canyon Elementary to provide a safe environment for our students. We encourage parents to become familiar with the guidelines in our student handbook pertaining to transportation to and from school.

Location and Boundaries: Settlement Canyon Elementary is located at 935 W. Timpie Road, Tooele, Utah. The boundaries include those outlined on the map as well as Whites Trailer Park, Stockton (including South Rim) and Rush Valley.

Walking Directions: See attached map for walking directions. Students are advised to always walk on the sidewalks to and from school, crossing the street only at areas controlled by crossing guards, crosswalks, or at intersections with stop signs.

Road Closure: For the safety of our students and staff utilizing Spencer's Park for recess, PE, etc. 900 W. between Timpie Road and 1000 S. will be closed during the school year, opening only for special events that require extra parking space.

Driving Directions: Parents that drive to school are encouraged to enter the north parking lot and drop off the students at the front of the building. This is a "drop off/pickup and go" zone only. Parents are discouraged from parking.

Bicycles/Scooters/Skateboards: Students may ride bicycles, skateboards or non-motorized scooters to school. However, they *should* not be ridden once on school grounds. Students are asked to walk their bikes, skateboards, and scooters on campus.

Beware of Strangers: Students should always be alert to any presence of strangers in the area. At the first signs of possible danger they should leave the area quickly and tell an adult immediately.

Potential Hazard: There is a concern about the safety on the corner of Timpie Road and Coleman. There is a section of road that does not have a sidewalk and students are forced to walk on the road. This is more dangerous in the winter when snow is plowed to the side.

We encourage additional guidelines to ensure the safety of all who attend, work at or visit Settlement Canyon Elementary.

FIELD USE – Community groups may reserve the field for after school activities, but the district requires that procedures be followed. They must go through the office and show proof of insurance. A schedule will be on file in the office so that there is no misunderstanding or confusion about which group should have access to the field. The district now requires a fee per child for using the field to defray upkeep costs.

VEHICLES ON THE PLAYGROUND - Because of the danger to our students, we ask that parents not drive vehicles onto the playground or behind the school. Risk Management recommends that vehicles not be on the playground ever including weekends especially if any child is at play. Please park in the parking lot or on the street for activities.

CONDUCT TO AND FROM SCHOOL – Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds.

EMERGENCY, ILLNESS, OR INJURY AT SCHOOL - *It is necessary that we have a current phone number where we can reach a parent, relative, or neighbor at all times.* If your child is injured at school the medical personnel will not treat him/her without permission from someone in the family, so please let your child and the school know who they may contact at all times. If you are new to Settlement Canyon Elementary School or have had a change in information, please notify the school (435) 882-4597.

If a student becomes ill or is injured at school, parents/guardians will be called. Parents/guardians will be expected to pick up the ill/injured child or to make arrangements for another person to pick him/her up as promptly as possible. Having an ill child at school may affect the well-being of other children.

MEDICATIONS – State law forbids school personnel to dispense any medication, even over the counter remedies, without the written consent of the child's physician, and/or the City/County Health Department. Forms for this purpose are available in the office and must be completed before we will administer any medication. All medication containers must have complete information attached: name of contents, patient, dosage, and instructions.

Children are not allowed to carry medication of any kind at school including prescriptions, aspirin or Tylenol. Cough drops are okay.

NOTE: State law is very strict and will not allow the school to dispense any over the counter drugs such as Pepto- Bismol, cough syrup, Tylenol, or aspirin.

If you have any questions, please contact us or the Tooele Health Department, 843 – 2314.

LICE – From time to time we are notified that a parent has discovered lice in their child's hair. Our policy is to be sure that other families know to check their children. If time allows, we will check at school.

Lice are not uncommon with school-children, not a health emergency and do not mean that children are dirty. Having lice does not justify undue alarm. We ask that you handle this matter of factly and discourage irrational and unkind reactions.

According to the Health Department lice do not jump from head to head and are spread through direct contact and sharing items like brushes, hats and pillows. For further information, please call the Tooele County Health Department at 843 – 2316.

RECESS – Sometimes recess is held indoors when the weather is bad, but most recesses are outside. We are sorry that we cannot accommodate requests for students to remain inside for recess. Students are not to be left unsupervised in classrooms and recess is often the only time teachers can leave their rooms. Please encourage your child to come to school dressed appropriately for the weather. If there are extenuating circumstances or a doctor's note, please call Mrs. Hanson.

DISTRACTING ITEMS – Children are not to bring toys to school unless invited by the teacher for a special day. Throughout the year there may be a special "Stuffed Animal Day" or other such activity. If that happens, parents will get a flyer or note stating children can bring something special for the occasion.

Toys and anything else like them can be a real distraction at school. Children are not to bring toys for recess because it often results in lost or broken toys and leads to problems. This includes trading cards, Tamagotchi, Yugio, Legos and other items that are a disruption to the learning process.

Any object that is judged to be a distraction or a danger in the classroom or playground may be taken from the student and held by the teacher or turned over to school administration. Objects will be returned to parents.

Gum is not to be chewed by students at school. Gum is not easily removed and often damages school and personal property.

IPODS, MP3 players and other electronic equipment can be expensive. If they are brought to school, families assume the risk. These items must be turned off and kept in backpacks during the entire school day and are only to be used on the way to and from school with parental permission. We advise that students do NOT wear headphones or other pieces while walking or riding bikes.

PARTIES ON SCHOOL TIME - The Tooele Board of Education limits parties held on school time. The school also recognizes the appropriate use of group rewards when earned by the students. Parent may wish to celebrate a student's birthday or other important event by bringing in a treat for the class. Parents are asked to contact their classroom teacher and make appropriate arrangements. Out of concern for the feelings of our students, we cannot allow birthday invitations to be distributed at school unless everyone in the class or every one of the same gender in the class is invited.

Utah State Code [Food and Sanitation 2-101] requires that no home canned or home prepared items be served at school. If food items are a part to any classroom celebration, the food items must be brought to school in unopened original containers. Special food presentations and classroom demonstrations of food preparation may be allowed if cleared through the school administration prior to the demonstration.

"BADGER" Positive Behavior Recognition – Settlement Canyon's "Badger 100 Club" recognizes students who are "Caught Doing Good". A student's teacher or another member of the staff may nominate a student who is caught exemplifying the Badger Code of Conduct and/or being a good citizen. The nomination form will be turned into the principal and the student will be called to the office and recognized and rewarded for their good behavior.

Student of the Month—Students also have the chance to earn a Student of the Month yard signs for exemplifying characteristics such as honesty, kindness, respect, and others highlighted in our Second Step Program. Students will place them in their yard for the month and bring them back to be passed along to the next month's recipient.

GENERAL SCHOOL RULES - BADGER CODE 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 that 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, or harass other students will receive corrective guidance and 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 the positive and to recognize students for making good choices. Students will not be allowed to disrupt the learning environment. When any student interferes with that philosophy they are subject to disciplinary action either by a teacher or school administration.

Settlement Canyon Elementary uses THINK TIME when students choose to be disruptive and they may be sent to another classroom in another grade for a period of time. All students deserve the most positive educational experience possible for academic and social growth. THINK TIME emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. If such behavior is chronic, other action may be taken.

We believe that 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. Those 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. Follow school and classroom expectations.
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 the teacher or the principal so that solutions can be found. We cannot address situations we are not aware of.

No set of rules can or should be all encompassing. School rules are intended to form a nucleus for an orderly and safe school environment. In addition to the school, class and district rules students are expected to use common sense and to act responsibly.

Any rules not covered in this handbook are subject to the District Policy and the Tooele County School District Safe School, Conduct, and Discipline Policy. (All parents should read this policy included in the policy handbook. Parents are to sign that they have received the policy and return the sign off sheet to the student's teacher.)

FIGHTING WILL NOT BE TOLERATED – Children must learn to work out their differences in a way that does not lead to more problems. They need to understand that if they can't be friends, they need to leave each other be. School suspension is possible.

PROFANITY IS UNACCEPTABLE - Students engaged in vulgar speech whether spoken, written or gestured will be subject to discipline. Schools have become more and more aware of sexual harassment issues and are understandably required to take action when problems are reported.

GOOD CITIZENSHIP AWARDS – We believe that excellent school citizenship makes all the difference in the world and is something to be recognized and celebrated. Students in grades 3-6 who earn Honors in every category of Citizenship throughout the school year will receive a certificate at the end of the year Awards Program for their grade.

PRINCIPAL'S OFFICE – When a student is sent to the principal's office for disciplinary purposes, several things may take place depending on the nature of the behavior and the frequency of visits. Consequences will vary depending on the situation. Such consequences may include but are not limited to a discussion, loss of privileges, parent conferences, in school suspension or out of school suspension.

BULLYING PREVENTION – Unfortunately, there are many types of behavior problems within a typical elementary school. One of these problems may be bullying. Bullying is harmful and will not be tolerated.

Many students in elementary schools joke around with other, call each other names or engage in physical horse-play. Sometimes play gets too rough. We discourage these behaviors at school, but not all of these events are bullying.

Bullying and harassment are major distractions from learning and both the victim and perpetrator suffer significant negative consequences when engaged in this type of anti-social behavior. The grades of the victim can suffer. Fear can lead to more problems. Bystanders feel both guilty and helpless for not standing up to the bully. Bullying causes pain and stress and is never justified or excused as "kids just being kids", "just teasing" or any other rationalizations. The victim is never responsible for being a target of bullying.

Bullying is about power. Bullying usually occurs between students who are not friends with the intent to hurt the victim in some way. There is often a difference in power between the bully and the victim. The bully may be bigger, tougher or stronger, but that is not always true. The bully may be able to intimidate others or have the power to exclude others from their social group. Bullying is deliberate, aggressive, hurtful behavior toward another and repeated over time. It can include name-calling, spreading rumors, abusive phone calls and physical intimidation. Leaving someone out on purpose or

trying to get others not to play with someone is also bullying behavior. Most bullying starts out verbally with teasing and verbal put-downs and may become progressively worse if not addressed. Cyber bullying has become a big problem in many areas.

Children are taught to identify bullying and how to handle problems. Students are expected to treat each other with respect, to refuse to bully anyone and the refuse to stand by and watch or join in when someone is being bullied. Our students have had training through the "Be An Ally" program. Ask your child what that means to them. Bystanders are expected to report bullying. Students are taught that when they witness bullying happen to another child, they need to report it. Bystanders can make a big difference in whether or not bullying continues. Bystanders are sometimes reluctant to speak out because they are often afraid that they will become victims too. Please help your child understand that reporting is the first step to making things better. Children should not be afraid to get help when necessary. The goal of any effective school solution is to take away all support for the bully.

Posters around the school display the following rules about bullying:

1. We will NOT BULLY others.
2. We will try to HELP others who are bullied.
3. We will try to INCLUDE others who are bullied.
4. When we know someone is being bullied, we will TELL an adult at school or at home.

These rules and expectations are reinforced in the school and on the playground.

At the elementary school level our goal is to stop bullying from occurring. Children are taught skills that help them handle the situations themselves if possible. Teachers are knowledgeable and aware of bullying behaviors and consequences. We encourage children to report bullying. Many children are reluctant to tell an adult for fear that it will only compound the problem. Some children believe they should be able to handle things without an adult stepping in. While we want children to be empowered and to learn how to stick up for themselves in the appropriate way that will not escalate the problem, most of the time adult intervention is necessary. If a child is being bullied they should tell their parents, teacher or report it to the principal. Action will be taken. .

Responses to bullying may include the 3 R's: restitution, resolution and reconciliation. It may include discussions and re-teaching. Children who bully others must develop empathy and learn positive social skills. They need to learn how to manage anger and to resolve conflict peacefully. We strive to provide constructive learning experiences for children who have exhibited bullying behaviors. We recognize the need to provide consequences for inappropriate behavior, but as educators we also recognize the need to "teach" students more appropriate behavior. In response to bullying behaviors we attempt to help our students understand the effects of their actions on the school community, take responsibility for their behavior and accept the consequences. Consequences for bullying may include a verbal warning, removal from activities or a conference with parents. A verbal or written apology to victims may be required. In some cases, detention or suspension may be warranted.

Parents are an important component in stopping bullying. They can help in making our school bully-free by teaching their children to be kind and tolerant of each other. Accepting nothing less than respectful behavior from our children at home and at school is the solution.

Where Can Families Find Help?

Indian Education – Title 7 is a federally funded program that serves Native American students. Although we make every effort to identify students who are eligible for services, please let Mrs. Hanson know if you believe your child may qualify for this support.

Coordinator – Jackie Gallegos – 435-833-1915

Alternative Language Services – Support is available for students who are not proficient in English.

Although we make every effort to identify students who are eligible for services, please let Mrs. Hanson know if you believe your child may qualify for this support.

Coordinator – Larry Abraham – 435-833-1915

Family Liaison Contact / Homeless Students – Homelessness is a lack of permanent housing. Under the McKinney-Vento Act students living in a shelter, car, hotel, motel, campground or temporary housing or

who are sharing a home due to the loss of housing or economic hardship have their educational stability protected. A homeless child or youth shall: 1. Continue in their school of origin for the duration of homelessness or for the remainder of the school year; 2. Be immediately enrolled, even if the guardian cannot produce records required to enroll; 3. Be eligible for free lunch and fee waivers; 4. Be provided transportation to the school of origin by parent request.

Although we make every effort to identify students who are eligible for services, please let Mrs. Hanson know if you believe your child may qualify for this help.

Coordinator – Christy Johnson 435-833-1900

Due Process – If your child is receiving services because they qualify for an Individualized Education Plan (Special Ed) or a 504, please be aware of your family rights under due process. Each meeting should begin with a procedural safeguards discussion and if there are any questions, do not hesitate to contact Mrs. Hanson for clarification.

Special Ed Director/ 504 Coordinator – Mat Jackson – 435-833-1900

NONDISCRIMINATION STATEMENT AND GRIEVANCE PROCEDURE

Settlement Canyon Elementary School will not discriminate against you because of race, religion, age, sex, color, or creed. Tooele County School District, as a standing policy, does not discriminate against individuals because of their race, color, religion, age, sex, national origin, handicap, or status as disabled veteran or Vietnam veteran. This policy applies to all school programs and employment handled by the school district or through contractors, subcontractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974, and other Federal and State statutes and regulations.

Inquiries regarding the application of these laws and regulations, or grievance procedures to be followed in the event of noncompliance, may be directed to the Tooele County School District's Equal Employment Officer at 60 Lodestone Way, Tooele, Utah 84074, or Director, Denver Regional Office for Civil Rights, U.S. Dept. of Health, Education, and Welfare.