

North Summit Elementary School  
240 S. Beacon Drive  
Coalville, UT 84017  
435-336-2101  
General Information

### School Mission Statement

North Summit Elementary will provide a quality educational experience for all students; which promotes a love of learning and responsible citizenship.

Dear Parents,

This handbook is designed to help answer questions and provide basic information regarding the school. The rules and expectations are put into place to ensure a safe and positive learning climate for your child. We will work each day to help your child enjoy school and experience academic success. If you have any questions after reading the information, please feel welcome to contact me.

Respectfully,  
Mr. Hendry

#### 1. Visitors

- All parents and guests to the school must check-in at the office.
- All outside doors, except the front door will be locked to ensure safety.

#### 2. Traffic Flow

The staff works hard to ensure the organization necessary for the safe drop off and pick up of your child. Your cooperation and patience are appreciated. Safety must come before convenience.

#### 3. Schedules

Students should arrive at the school between 7:30-7:45A.M. The school doors open at 7:30. Supervision is **not** available for children who arrive prior to that time. Please make sure that your child does not arrive before 7:30. Children who are tardy must pick up an admittance slip from the office before going to class.

##### a. Instructional Times

Pre-School and Kindergarten AM	7:49-10:45AM
Pre-School and Kindergarten PM	11:25-2:17PM
1 <sup>st</sup> -4 <sup>th</sup> Grades	7:49AM-2:17PM

##### b. Lunch Times

Extended Day Kindergarten	10:40-11:15
1 <sup>st</sup> Grade	10:55-11:35
Kindergarten	11:06-11:25
2 <sup>nd</sup> Grade	11:15-11:55
3 <sup>rd</sup> Grade	11:35-12:15
4 <sup>th</sup> Grade	11:45-12:25

##### c. Recess Schedule

1 <sup>st</sup> and 2 <sup>nd</sup> Grade	9:45-10:00AM 1:00-1:15PM
3 <sup>rd</sup> and 4 <sup>th</sup> Grade	10:00-10:15AM

#### 4. Lunch Program

A hot nutritious lunch is provided for students each day. The cost is \$2.25 per day Paid In Advance. Lunch envelopes are available at the school office. Completed envelopes with money should be put in the container in the office. Parents are invited to eat, but we request you call ahead by 9:00AM, so that sufficient food will be prepared. Adult meals are \$3.50. Free and reduced meals are available for students who qualify. Applications are available at the school or the district office. All information completed on the form is confidential. Parents and students are encouraged to keep lunch accounts current. Delinquent accounts will be monitored closely and notices sent to parents. Upon receiving a delinquent notice, the accounts must be made current by immediate payment.

#### 5. Immunizations

Utah State Law, section 53A-11-301, requires that parents or guardians provide documented proof that the student has received immunizations prior to enrollment in school. We are required to exclude students who do not meet these requirements unless they have been exempted for medical, religious, or personal reasons. Your student's records are tracked to assure that records are accurate and that all children are up to date on their immunizations.

#### 6. School Nurse

The district provides a part-time school nurse. Mrs. Richins is at our school on Monday through Friday in the morning. She may be contacted by calling 435-336-2101 to discuss school health issues.

#### 7. Medication

Only trained school office personnel are authorized to issue medication to students. A doctor must authorize medication; by in the original container with the student's name, the dosage and times must be clearly marked on the container. A log is kept to assure accurate dosing. Teachers and other school personnel are **not** allowed to give any medications in their classrooms. All medication must be stored in the school office and administered under the direction of the school nurse. If your child has specific allergies or medical concerns such as seizures, please contact the school nurse immediately to develop an Individual Care Plan that can be shared with staff.

Fluoride mouth rinse will be available upon parent permission and under the guidance of the school nurse. This program is voluntary, with minimal cost.

#### 8. Attendance

School attendance is required by State Law (53A-11-103), unless a child is ill or there is a family emergency. Regular attendance is essential for school success. Excessive absences will be defined as being absent/ tardy 10% or more of the school days in the school term. State law and our attendance policy require us to closely monitor the attendance of students. **It is essential that parents call the office at 435-336-2101 between 7:30A.M. and 8:30A.M., if your child will be absent.** We want to ensure that your child is safe. If we do not hear from you, we will call you. Concerns regarding attendance will be addressed by following the State law. A summary of State law 53A-11-103 is as follows:

1. Counseling of the minor regarding attendance by school authorities.
2. Written request for parental support in securing regular attendance by the minor. Refusal to respond to the notice is a class B misdemeanor.
3. At least one meeting with the minor and parents.
4. The school district may enlist the assistance of community (Division of Family Services) and law enforcement agencies.

5. In the event the minor's school attendance problem cannot be resolved the local school district shall refer the school age minor to the appropriate district or county attorney or juvenile court as a habitual truant.

## 9. Early Release From School

All students being picked up early from school must be picked up and signed out in the **SCHOOL OFFICE by a parent or an authorized adult**. Parents must come to the office. We will call your child down from their classroom to meet you.

## 10. Emergency Procedures

The schools Safety Committee will review and guide the implementation of the school emergency plan each year to ensure that our staff and students are prepared to calmly and safely respond to a variety of different emergency situations, including fire, earthquakes, lock-downs and shelter in place situations. The plan will also help to proactively address safety/ emergency concerns.

In the even of an emergency that requires all students and staff to leave the building for an extended period of time, we will evacuate to a shelter. Notice of the location will be posted on the front door of the school. We will have emergency food and water packs. Each teacher will have emergency notification information with him/her. Students will be released only to parents or that adult listed on the emergency information cards, which will be carried in the emergency pack.

## 11. Safe School Policy

The North Summit School Board is committed to providing every student in the district with an opportunity to learn in an environment, which is safe conducive to learning, and free from unnecessary disruptions. Every student is expected to show respect for self, others and property and to obey persons in authority.

Elementary students are expected to adhere to the rules established for the school. Please see the yellow handout regarding the school rules. Below you will find a summary of the district Safe Schools Policy:

1. Vandalism: Every Student should take pride in the attractiveness of the buildings and grounds and take responsibility to keep them neat, clean and protected from vandalism.
2. Theft: Any form of theft will not be tolerated. Students who steal will be referred to parents and the North Summit School District Resource Officer.
3. Cheating: Cheating of any kind is unacceptable. Those caught cheating will have parents notified.
4. Fighting: Fighting, unnecessary roughness or harassment will not be tolerated. Students violating this policy will be referred to parents and the principal. Students may be suspended or expelled for violations of this policy The District Resource Officer may assist in these situations.
5. Contraband: Any weapon, knife, club, gun whether a toy or real, is not allowed at school. This includes items that may be part of a costume. Alcohol, drugs, tobacco products are also prohibited; students may be suspended or expelled for violations of this policy. In some cases, these items may be in violation of state law and students could be referred to the sheriff's office.
6. Bullying/Harassment: Behavior that is considered to be threatening, intimidating, bullying or harassment will not be tolerated. The parents and principal will assist in correcting possible problems.
7. Gang Activity: No gang related attire or activity will not be permitted.
8. Equipment/ Toys: For the safety and welfare of students and other people, no roller blades, skateboards, scooters or bicycles are allowed on school property. Other toys, electronic

games, iPods, trading cards are not allowed. Cell phones must be off and not seen. The school will not be responsible for these types of items if they are brought to school and lost or stolen.

9. Snowballs: No snowball throwing is allowed on school premises.

## **12. Dress Standards**

**School Dress, Grooming and Appearance Standards:** students should know that:

Their general dress and grooming has a great impact upon their behavior in school.

There are health, modesty, and safety factors directly related to proper dress and grooming at school.

A successful educational system relies heavily upon the maintenance of school discipline.

Any style of dress or grooming that is distracting to learning, or immodest, will not be allowed.

**Shirts or Dresses:** There must be no low- cut, off the shoulder, halter-tops, see-through, strapless, tank top, or exposed midriff clothing. Oversized or excessively large clothing is not allowed.

**Pants, Shorts, And Skirts:** These, as well as dresses, must cover at least  $\frac{3}{4}$  of the length of the student's thigh. Clothing must be well kept. Short shorts are not allowed. Sagging pants are not allowed. Undersized clothing is discouraged as well. As students bend over and sit at workstations, midsections need to be covered.

**Shoes and Sandals:** Must be worn at all times. No "heelies" are allowed at school. Sandals may be worn but flip-flops are discouraged because of risk of injury during PE and recess activities.

**Coats and Hats:** Coats, jackets, sunglasses and gloves may not be worn during class time. Hats not allowed in school except on special school days. These items can be worn outside during recess time.

**Hair:** All students shall wear their hair in a clean and well-groomed manner, with no outlandish styles or coloring.

## **13. Student Progress**

Each teacher strives to help your child succeed. The progress of each student will be monitored closely. Progress is kept on the district computer program called Powerschool. Progress reports will be given to parents and students three times per year. Any parent/guardian may access the Powerschool program at anytime by using the student's password. Please contact the teacher immediately regarding any concerns that you may have for your child.

## **14. Homework Policy**

It is the policy of North Summit Elementary School to assign homework that a child will be able to complete independently. The purpose of homework is to reinforce classroom instruction, not teach a new skill. Your support in helping your child make sure their homework is complete is appreciated.

Parents with a concern regarding the amount of homework that a child is assigned should contact the classroom teacher immediately. The classroom teacher will work with parents to help differentiate a homework program that will meet the child's needs.

Research shows that students need to practice reading from 40-60 minutes each day to stay on grade level. Class time for independent reading is limited and practice time needs to happen at home. North Summit Elementary expects that each student will practice reading at home at least 20 minutes each day, under the supervision of parents.

### **15. Internet/ Computer Policy**

Elementary students are not permitted to enter the Internet without the supervision of a teacher. Students who violate this provision may lose computer privileges. All parents must sign and return an Acceptable Use Policy form that allows permission for their child to access the Internet.

### **16. Cafeteria Manners**

We believe that we should reinforce good eating and good manners taught at home. Each student will be expected to do the following:

- Practice good manners while in the cafeteria
- Wash their hands before entering the cafeteria
- Stay in line with hands and feet kept to themselves
- Follow cafeteria rules
- Clean up their eating area and deposit trays and utensils in there proper receptacles.

### **17. Parent Engagement**

Parents are always welcome to come visit the school. Many parents volunteer time to help teachers and work with individual students. Please notify your child's teacher if you would like to be a volunteer. Please check in at the office prior to going to the classrooms.

### **18. Christmas, Birthday Invitations and Gifts**

The exchanging of Christmas and other gifts at school is against school policy. Inevitably, a child is excluded which is contrary to our best efforts to include everyone in all phases of the school program. Each teacher recognizes each child's birthday. It is our policy to have no birthday treats from home, brought to school. Please help us maintain a sense of belonging for all children and pass out birthday invitations outside of school.

### **19. Parent Teacher Association (PTA)**

The school PTA works closely together throughout the year to provide worthwhile activities and supplies to assist the students and teachers in the learning process. Parents and staff are encouraged to join PTA.

### **20. Lost and Found**

Please be sure your child's name is written on their belongings. Items that are lost are placed in the "Lost and Found" container. Please come to the school and look in the "Lost and Found", if your child loses an item of clothing.

### **21. School Bus Policy**

All students must adhere to the North Summit School Board's Bus Guidelines and Policy. Bus drivers will go over the rules for riding the bus with children. If you would like a copy of the policy, please come to the office. If you have questions regarding bus services, please contact Lisa Richins at 435-336-2198.

# North Summit Elementary School-Student-Family Compact

	Student I will:	Parent I will:	Teacher I will:	School I will:
Preparation	Arrive at school on time and ready to learn	Ensure my child attends school regularly and on time	Provide high quality, engaging curriculum and instruction in a supportive and effective learning environment for all students	Provide high quality, engaging curriculum and instruction in a supportive and effective learning environment by ongoing teacher in-service and professional development
Engagement	Listen, participate, and ask for help when I need it	Attend scheduled conferences, contact school with questions or concerns	Provide data, materials, and/or instructions to empower family engagement.	Regular, two-way communication including at least two Parent/Teacher Conferences.
Build Community	Respect other students, adults, and their property	Volunteer, participate in PTA/PTO, SCC and/or other committees when possible	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Scheduled Conferences  <input type="checkbox"/> E-mail and/or Phone  <input type="checkbox"/> Written notes  <input type="checkbox"/> Student PowerSchool comments  <input type="checkbox"/> Log Entries         </div> Engage in two-way meaningful communication by:	Provide opportunities for parents to Volunteer, observe, and participate in the decision making process
Reading	Read 20 minutes daily	Read with my child and/or ask questions related to reading	Utilize evidence-based practices to support individualized student needs	Support the use of evidence-based practices by engaging students and parents inside and outside the classroom
Homework	Take homework folder home daily and complete all assignments	Establish a distraction-free place and time for assisting my child with daily homework	Provide timely and meaningful feedback on assignments and assessments	Send home quarterly progress reports throughout the year

