



# **Student Information Handbook**

**2017-2018**

*This handbook has been prepared to help assist families in knowing the policies and procedures at Salem Elementary. This Handbook will be updated yearly and should therefore be studied to acquaint you with changes made. Please make yourself familiar with the information in this handbook. The handbook certainly does not contain everything pertaining to our school. Please feel free to talk to us anytime if you have questions. I sincerely hope this handbook will be helpful to you and your family as we strive to make this another great year at Salem Elementary.*

*Jim Welburn  
Principal*

*Nebo School District  
Non-Discrimination Policy*

*“It is the policy of the Nebo School District not to discriminate on the basis of sex, race, color, national origin, religious creed or handicap in its educational programs, activities, admissions, access, treatment or employment practices” and any person or student who feels a need to challenge the district’s adherence to that policy may do so by directing their concern to the principal or departmental director, then if not satisfied, to the district compliance officer, Mrs. Ann Anderson, at 350 South Main Street, Spanish Fork, Utah. Call 354-7400*

**Mission Statement**

*Our mission is to provide motivational and challenging learning opportunities which help each student prepare to be a confident, skilled, contributing citizen.*

## Salem School Calendar Items 2017-18

Open House 2:00-3:30	Monday	Aug. 21
School Starts	Tuesday	Aug. 22
Kindergarten Begins	Tuesday	Aug. 29
Labor Day - No school	Monday	Sept. 4
Staff Development Day (early out)	Monday	Sept. 18
Midterm 1 / Progress Report	Thursday	Sept. 21
SEP Conference #1 (Traditional)	Thursday	Sept. 21
School Pictures	Friday	Sept. 22
Fall Break – No School	Thurs. & Fri.	Oct. 19, 20
End of Term 1 / Report Card	Friday	Oct. 27
Picture Retake Day	Friday	Oct. 27
Halloween Parade 2:40	Tuesday	Oct. 31
Election Day	Tuesday	Nov. 7
P/C Comp Day-No School	Wednesday	Nov. 22
Thanksgiving Vacation- No School	Thurs.-Fri.	Nov. 23, 24
Midterm 2 / Progress Report	Friday	Dec. 8
Early Out	Thursday	Dec. 21
Christmas Vacation- No School	Inclusive	Dec. 22- Jan. 1
Class work resumes after Christmas	Tuesday	Jan. 2
SEP Conference #2 (Walking Report Card)	Thursday	Jan. 11
End of Term 2 / Report Card	Thursday	Jan. 11
District Development Day - No School	Friday	Jan. 12
Martin Luther King Day - No School	Monday	Jan. 15
Spring Pictures	Friday	Feb. 16
Midterm 3 / Progress Report	Friday	Feb. 16
President's Day - No School	Monday	Feb. 19
Staff Development Day (early out)	Monday	Mar. 5
End of Term 3 / Report Card	Thursday	Mar. 15
SEP Conference #3 (Walking Report Card)	Thursday	Mar. 15
P/C Comp. Day - No School	Friday	Mar. 16
Term 4 Begins	Monday	Mar. 19
Spring Vacation - No School	Mon.- Friday.	Apr. 2-6
Midterm 4 / Progress Report	Friday	Apr. 13
Teacher Appreciation Week	Mon-Fri	Apr. 30- May 4
Kindergarten Ends	Friday	May 18
Kinder Assessment	Tues. – Thurs.	May 21-24
Field Day/Reading Carnival	Thursday	May 24
End of Term 4, (early out 12:00)	Friday	May 25
Final Report Card	Friday	May 25

# Kindergarten Schedule

A.M. Kindergarten - 9:00 A.M. to 11:35 A.M.

P.M. Kindergarten - 12:40 P.M. to 3:15 P.M.

## Monday Collaboration Day

A.M. Kindergarten - 9:00 A.M. to 11:15 A.M.

P.M. Kindergarten – 12:00 P.M. to 2:30 P.M.

# First through Sixth Grades Schedule

8:55 A.M.	First Bell
<b>9:00 A.M.</b>	<b>School Begins</b>
<b>Recess</b>	
10:00 – 10:15	K Recess
10:15 – 10:30	1 <sup>st</sup> and 2 <sup>nd</sup> Recess
10:30 – 10:45	3 <sup>rd</sup> and 4 <sup>th</sup> Recess
10:45 – 11:00	5 <sup>th</sup> and 6 <sup>th</sup> Recess
1:30 -1:45	K Recess
<b>Lunch</b>	
11:30 – 12:05	1 <sup>st</sup> Grade
11:35 – 12:10	2 <sup>nd</sup> Grade
11: 40 – 12:15	3 <sup>rd</sup> Grade
11:45 – 12:20	4 <sup>th</sup> Grade
11:50 – 12:25	5 <sup>th</sup> Grade
11:55 – 12:30	6 <sup>th</sup> Grade
<b>3:15 P.M</b> .....	<b>School Dismissed</b>

**2:30 Dismissal on Mondays**

# Discipline & Reward Policy

## “Think Time”

Salem Elementary believes that the behavior of students attending our school should reflect the standards of good citizenship required of members in a democratic society. All school rules and consequences are intended to reinforce those principles. School personnel will model the democratic ideal of mutual respect when enforcing school rules. The "Think Time" Program has been implemented at Salem Elementary to help achieve this goal.

"Think Time" allows students an opportunity to take a "time out" and self-evaluate their behavior. The following is a list of possible violations that may result in a Think Time.

- not following directions the first time asked.
- not showing respect for all school personnel, other students & other's possessions at all times.
- running in the halls or elsewhere in the building.
- chewing gum, or possession of candy, nuts, pop, etc.
- littering.
- throwing snowballs.
- dangerous behaviors on the playground such as tackling, wrestling, climbing fences, etc.
- not following Nebo School District Dress Code.
- on inside days, not being engaged in quiet activities in assigned rooms.
- on outside days, being inside and loitering in the halls or restrooms.

## OTHER VIOLATIONS

If a student receives 2 “Think Time” passes in a five day period **OR** if a more serious problem occurs at school a “lunch detention” may be given. Parents will be notified if a student is sent to lunch detention. More serious behaviors could result in a “lunch detention” **or a possible suspension**.

- Safe School Violations that result in suspension or possible suspension - arson, burglary, stealing, battery (**fighting and/or punching**), criminal mischief, intimidation, verbal abuse (swearing, foul language and any inappropriate language and gestures), illegal activities, leaving school grounds without permission & possessing weapons or facsimiles, threats and harassment including electronic transmissions.

- Violations of the Drug and Alcohol/Tobacco Policy
- Sexual Harassment Violations - This includes, but is not limited to, the following:
  - derogatory or offensive jokes, teasing, or comments of a sexual nature
  - graphic remarks or sexual comments about an individual's body
  - sexually **suggestive or obscene pictures, letters, notes or electronic transmissions.**
  - grabbing, pinching, or touching of private areas
  - sexual gestures, unwanted pats, or hugs, or any unwanted touching
  - actual or attempted sexual assault or molestation
  - de-pantsing male or female students, flipping up girls' dresses, etc.

## **RULES OF RESPECT AND RESPONSIBILITY**

**STARS** will strive to model good citizenship by striving to keep the following rules:

1. We listen to each other.
2. We act with kindness
3. We speak with respect
4. We care about each other's feelings
5. We are responsible for what we say and do.

## **REWARDS & RECONGNITION**

We also like to reward students who demonstrate great citizenship by following the rules of respect and responsibility. We have implemented some ways to recognize student excellence both academically as well as behavior.

## **STAR CARDS**

This is given on an individual basis by any staff member. We strive to catch students doing acts of kindness, or modeling positive behavior such as keeping the rules or following procedures. Students are awarded a "Star Card", which is a slip of paper that is filled out with the students name and act. The next day in school the student's name is read during morning announcements and they are sent to the Principals office, where they are commended for their good behavior, and given a piece of candy. In addition, we often times try and contact home so parents can reinforce the desired behavior. Student's slips are then placed in a bin for a later drawing in which they can get another reward such as a book, movie passes, bowling passes etc. Student's names are also printed in the next month's newsletter.

## **S.T.A.R.S. AWARD**

(Staff & Students That Are Respectful & Responsible are Successful)

These are awards that are given for meeting specific academic, social, and personal goals. They are established by grade levels and teachers will explain the specifics at the beginning of each school year. Requirements will also be posted on the website under each grade levels site. This program is designed to recognize excellence in academics as well as citizenship.

## **ABSENCES & TARDIES**

Few factors have greater influence on school success than regular attendance. Regular attendance means that students are *in school, on time, every day* unless it is absolutely necessary to be absent.

Please notify the school (423-1182) by 9:30 A.M. on any day your child is absent. This helps us confirm that each child is accounted for and allows us to prepare make-up work when needed.

When a student is absent and/or tardy for three consecutive days, the teacher will contact the parents to determine needs. When a pattern of absences and/or tardies develops, the teacher will notify the principal, who will then take responsibility for assisting the parents and child in correcting any further problems.

## **ACCIDENTS AND ILLNESSES**

Whenever an accident or illness occurs of a serious nature or any head injury, we will contact a parent. If we cannot contact a parent, we will notify the individuals listed on your emergency numbers or the doctor listed on your information card.

## **AIR QUALITY**

During the winter months air quality will be checked on a daily basis. Students will stay indoors when state officials indicate that air quality is potentially harmful (pm factor above 90 ug/m<sup>3</sup>). Regardless of air quality standards, students that have respiratory problems may remain indoors at a parent's request. Air quality can be checked at: [www.airquality.utah.gov](http://www.airquality.utah.gov) (Please note that color coding refers to burn days only)

## **BICYCLES**

All bicycles are to be put in the bike rack upon arrival at school. Bikes are not to be used during school hours. Students should **walk** bikes while on school grounds and especially from one side of the crosswalk to the other side of the crosswalk. The school will cooperate in investigation of theft or damage during school hours, but cannot be responsible for bikes left overnight. Students are not allowed to play at the bike racks during the school day.

## **BIRTHDAY TREATS**

If you choose to send treats to school, please follow the guidelines established by the Utah State Department of Health. Utah State Department of Health regulation (R392-100-2 food care) **prohibits the serving of homemade treats to children at school**. The regulation states: *Food shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited. If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they should be commercially prepared items preferably individually wrapped in cellophane paper, a box, etc.*

## **BULLYING**

Bullying will not be tolerated at Salem Elementary. Bullying includes, but is not limited to: teasing, pushing, name calling, ostracizing, intimidating or any behavior that creates a hostile environment. If a student chooses to bully another, he/she will be subject to school discipline. School discipline may include, but is not limited to: think time, detention, in school suspension, out of school suspension, visits with a counselor, parent conferences or a referral to the District office. However, education is the most effective intervention in dealing with bully behavior. The victim and the perpetrator will be taught skills that will help them deal positively with difficult social situations.

## **BUS NOTES**

Occasionally, a walking student may want to ride home, on the school bus, with a bus student. This is highly discouraged by our transportation department due to liability concerns, unless there are “exceptional circumstances.” Request for this one-time opportunity is **not** for birthday parties, music lessons, scouts, going to play at a friend’s house, etc. These should be worked out between parents using their own form of transportation.

If the parent and principal deem that an “exceptional circumstance” is needed, the walking student will need 2 things in order to ride the bus : 1) a note from a parent with the parent’s signature and the reason for riding the bus, and 2) a yellow “**One Time Bus Riding Privilege**” form, signed by the school principal. Without these two forms, the bus drivers will not allow a student to ride the bus. Students should get the principal’s form early in the day, not right before the busses are ready to depart.

## **CELL PHONES**

Because of their disruptive nature they are discouraged at school. If a cell phone is seen at school, while class is in session, they will be confiscated and only returned to a parent or guardian. If you need to contact your student during school hours we encourage you to call the front office.

## **FINANCIAL CONTRIBUTIONS TO OUR SCHOOL**

Legislative and district funds are limited at our school. Your help is needed to offer educational programs for our students. Planning for the year will be based on the donations we receive at the beginning of each school year. The suggested contribution amount for Salem School is \$20.00 per student. Your contribution is confidential, tax deductible and very important. All students will take part in every activity planned, regardless of donations.

## **GENERAL INFORMATION FORM**

**Please complete one General Information Online Form for your family each school year.** You can find the form on the Nebo School District website under parent and then SIS. The information on this form is used in times of illness or serious accident. Please include as many details as necessary for us to be able to locate a parent during school hours. **It is required that a current phone number be on your General Information Form** or the phone number of someone who can be contacted when emergencies arise at school. Please update any changes in address or phone numbers as soon as possible. Only people listed as emergency contacts will be allowed to check students out of school.

## **HOMEWORK**

The Board of Education recognizes the importance of homework for students as an extension of learning activities. Such homework should be purposeful, reasonable in amount and designed specifically to meet the needs of the learner. Assigned homework should be carefully explained so the student has an understanding of expectations. **Students should be held accountable for completion of assigned homework as a part of class requirements.** Should you, as a parent, be asked to sign your child's papers or check your child's homework log, please do so as this provides one way for teachers to keep you informed of your child's work.

## **IMMUNIZATIONS & BIRTH CERTIFICATES**

Utah State Law requires all children enrolled in a public school to complete all required immunizations and have dates on file **before admission to school.** It is also required to have a copy of your child's birth certificate. These are particularly relevant to kindergarten and first grade students. If, after several contacts by our school nurse and principal, a child does not have a copy of their birth certificate and all completed immunizations on file, **the student may be excluded from school.**

## **LOST BUT NOT FOUND**

To help return lost articles of clothing, etc., PLEASE put your child's name on everything he/she brings to school. Valuable and /or tiny articles are turned in to the office. **Lost articles that are not claimed by the last day of school before Christmas holiday and the last day of school in May will be donated to a charitable organization.**

## **LUNCHROOM**

The following rules of health and safety have been set up in the lunchroom to protect your child and to see that he or she has a pleasant experience at lunch:

- enter the lunchroom in an orderly manner (walk)
- students may sit where they choose
- use appropriate voices and manners
- stay seated until you are finished eating
- no throwing food, shooting food through straws, or touching food on other trays
- clean the eating area when leaving
- no food or drink is taken from the lunchroom

Breakfast prices: Students \$1.50    Reduced -\$.30    Adults-\$2.00  
Lunch prices: Students - \$2.00    Reduced - \$ .40    Adults-\$4.00

Applications for free /reduced lunch are available online on the district website and **must be returned and processed** at the district office before students can receive free or reduced meals.

## **MAJOR DISASTERS**

In the event of a major disaster affecting the entire community, students will be held at school. Unless deemed unsafe, at which point we would relocate at our secondary location which is the LDS church located just east of the school. All teachers and staff members will remain with the students to care for them. Unless otherwise notified, we will release students only to responsible adults or family members listed on your "General Information Form". Your child will not be released to a neighbor or friend if they are not listed on your form.

**Parent Link** will be used to send out any important emergency information. For this reason it is important to **keep all your personal contact information (E-mail, cell phone, and home phone) updated** on the School Information System (SIS).

## **MEDICATIONS**

It is the policy of the Nebo School District that all medications be administered to children by their parents at home. This policy means that, only under exceptional circumstances, will the secretary or principal give children medication under appropriate regulations. An *Authorization for Student Medication* form (JHCD-P1) must be completed and signed by the parent and physician. **This form must be updated by the parent and doctor each year.**

Tylenol may be given to a child at school only after verbal confirmation from a parent on the phone. The phone call must be done each time Tylenol is given.

## **MONEY & VALUABLES**

Teachers cannot be responsible for a student's money and valuables. Therefore, we discourage students bringing pocket money to school, except for those times when there is a specific purpose (book orders, school projects, picture money, etc.).

When you do send money to school with your child, (either cash or check) please send it in a sealed envelope with the following information on the outside:

- 1 - Your child's name
- 2 - Your child's teacher's name
- 3 - What the money is intended for
- 4 - Amount of money enclosed

Valuables such as cell phones, jewelry, radios, CD players, MP3s, Game Boys, iPods, other handheld computer games, toys, trading cards of all types, etc., should be kept at home. Students' cubbies and desks are not secure places. The school assumes no responsibility for damage or theft. These items will be confiscated if they become a distraction.

## **PARENT PICK-UP & DROP-OFF**

It is important that we review school parking procedures. The safety of our children is a paramount concern and is a shared responsibility between the school and parents. Following established drop-off and pick-up procedures will facilitate a smooth traffic flow and ensure the safety of our children.

General Drop-off rules:

1. Please do not drop your children off behind parked cars.
2. Please do not allow your children to run between parked cars.
3. Please do not ask your children to cross the street without the assistance of a crossing guard.

Front of building:

1. Please do not drop-off children in front of the building. This is not an authorized drop-off zone.

South side of building:

1. Please use the drop-off and pick-up lane.
2. Please do not pull into the parking lot.
3. Please do not park and leave your car in the drop-off and pick-up zone.
4. Please pull forward as others leave in front of you.
5. Please do not insist that your child be dropped off immediately in front of the school doors.
6. Please do not wait for your children to enter the building, this keeps the line from moving and backs traffic into the street.

North side of building:

1. Please pull into a parking stall
2. Please do not drop your students off in the small parking lot.

## **PETS**

Please do not permit pets to accompany or follow your child to school. Your child's teacher will contact you if they would like a pet sent as part of a study unit or for show and tell. Dogs on the playground will be reported to the Salem City Police animal control officer.

## PHONE CALLS

Telephone use is limited to important calls as judged by the teacher or school staff. If students call home, it should be for reasons of illness or other emergencies. A student must have a pass from their teacher.

## PLAYGROUND EQUIPMENT & SAFETY

The following rules apply to all our playgrounds at Salem Elementary School:

- use equipment properly
- play safely in assigned areas
- ask an adult to get a ball when it goes outside the fenced area
- treat other students with kindness
- follow the direction of playground supervisors & teachers.

For our boys and girls safety while on the playground, please follow these rules:

**Jump Ropes** - should be used for jumping and not for playing horse or to tie another student up. They should not be used to swing around in circles overhead, which may catch someone in the face or eye.

**Monkey Bars & Horizontal Bars** – students should not sit or stand on top of the bars. Boys & girls should not hang by their knees upside down and should not have “chicken fights” while hanging from the bars.

**Slides** – boys and girls should go down the slides, not up the inside or outside of the slides. When going down the slide, students should move out of the way of the next person coming down.

**Inflated Balls** – balls should not be bounced against the school building. Teaching is going on in classrooms and balls hitting windows and doors disrupts the class.

**Baseball Bats & Balls** - students should not bring any hardballs to school. Wooden and metal bats are allowed if used properly. The only person who should swing the bat is the batter when he is up to bat. Students should not swing bats around to warm up, since others are standing close by and may walk into the path of the bat. Students should remain behind the backstops when not batting.

**Sports or Playground Equipment** brought from home, should be properly labeled with the student’s name.

## SAFETY/TRAFFIC STANDARDS

To help us with morning safety issues, please do not have your child arrive at school any earlier than 8:30 A.M. since there is no teacher on duty until this time. Nebo School District guidelines require that schools need to be opened for children 30 minutes before school and 30 minutes after school with supervision. When students arrive before 8:30 A.M., they are asked to go directly to the auditorium steps and not to their classrooms so teachers have adequate time for morning preparation.

## **SCHOOL COMMUNITY COUNCIL**

Salem Elementary School has a School Community Council representing parents, teachers, business partnerships, and other community members. The council meets 5 to 7 times a year, or as needed. The purpose of the council is to discuss needs related to the school and coordinate efforts to meet those needs.

## **SCHOOL VISITORS**

Occasionally out-of-town friends come to visit your home during the school year. According to the Nebo School District policy, only students enrolled in our school are permitted to attend. Visiting relatives or friends are not allowed to attend Salem School.

## **STUDENT DRESS/GROOMING STANDARDS**

Nebo School District's dress standards are as follows:

"Clothing shall be modest, neat, and clean, in good repair and shall include shoes. Modesty shall include **covering shoulders**, midriff and back. **Short shorts, tank tops,** halter, crop tops or belly shirts, extremely short skirts or dresses do not meet the modesty standards in our schools. **Hats and caps** (for boys and girls) shall not be worn during regular school hours."

Students are expected to maintain good dress and grooming standards that foster respect for themselves and others. Coloring of hair needs to be in natural hair colors. Hairstyles should not be extreme, such as a Mohawk or spiked hair. No pierced body parts other than the ears. Hats are only allowed on special dress up days. The intent of the standard is to maintain a good learning environment and not allow classroom distractions.

## **STUDENTS AFTER SCHOOL**

Students should return home promptly following school each day. **They should never go to a friend's house without making prior arrangements with parents.**

Students will be kept after school no longer than five minutes without first notifying a parent or other responsible person.

## **STUDENT CHECK – OUT / CHECK - IN**

If parents need to pick up their children during school hours, **they must come into the office and sign the check-out log.** Do not ask your child to meet you by the flag pole or out front of the school. Students will remain in the office area until an adult signs them out. When you return your child to school from an appointment, please remember to check them in again at the office so we know they are back into our school. All students must be checked in or out by a parent through the main office-no exceptions. Salem Elementary is a "Closed-Campus."

## **VOLUNTEERS**

Salem Elementary School loves having volunteers help in the classrooms and within our PTO organization. There are 2 areas to volunteer at our school:

- 1 – You can volunteer within your child’s classroom or going on field trips.
- 2 – You can volunteer within the PTO organization.

## **WEATHER**

Children should arrive at school dressed for the weather of the day.

In winter months, children should remember to bring shoes to change into from their snow boots. Students may not run around the school in stocking or bare feet. In warmer months, flip flops are not recommended for school. Students will be participating in many activities and closed toe shoes will protect students from getting injured.

All healthy children will be expected to go out for recess except in extreme weather conditions (low wind chill factor, rain or snow, etc.) If your child cannot participate in recess for health reasons, please send a note to this effect so teachers can make other arrangements for your student.