

# Student Handbook

## Park Valley Wild Cats



2016-17

## Introduction

Welcome to Park Valley School! I feel so lucky to be a part of this amazing school! Park Valley has incredible teachers and staff who are committed to providing every student the opportunities they need to succeed. We are very excited to begin a new school year with you!

Parents: please take time to read this handbook and become familiar with it. Then, go over it with your child(ren) and make sure that they understand the expectations. Refer back to it throughout the year as a reminder of the expectations of Park Valley School.

Students: this handbook will tell you all the rules and expectations for how things are done here at Park Valley school. You will be expected to know and follow this handbook. Take the time to read through it carefully and ask your parents or teachers if you have questions.

Again, I look forward to a great school year and the opportunity to get to know and learn alongside the children who fill these halls. Please don't hesitate to contact me with any questions or concerns.

Sincerely,

Melissa Morris

Head Teacher

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School Information

Park Valley School

788 Education Drive

Park Valley, Ut 84329

Main Office: (435) 871-4411

Fax: (435) 871-4444

<http://parkvalleyschool.weebly.com>

School Mascot: Wild Cat

School Colors: Green and White



# Box Elder School District Calendar 2016-2017

"Learning Is Everything"

District Health/Benefits Fair (Optional)

Monday, August 15, 2016

### Regular Contract Days

School & Individual Teacher Preparation <i>(Schools choose 3 out of 5 days)</i>	}	Monday, Tuesday & Wednesday, August 22, 23, 24
Professional Development Days		Wednesday, November 23, 2016, and Friday, March 3, 2017
Opening Day of School		To be determined
Official Closing Day of School (Minimum Day)		Monday, August 29, 2016
Total School Days -----		Friday, May 26, 2017
Total School Days -----		<b>180</b>
Total Regular Contract Days-----		<b>183</b>

### Holidays & Days School WILL NOT be Held for Students

Labor Day	Monday, September 5, 2016
Fall Break	Thursday & Friday, October 20-21, 2016
School & Individual Teacher Preparation	Wednesday, November 23, 2016
Thanksgiving Break	Thursday & Friday, November 24-25, 2016
Christmas/New Year's	Monday, December 26, 2016, through Monday, January 2, 2017 <i>(school resumes Tuesday, January 3, 2017)</i>
Dr. Martin Luther King Jr. Day	Monday, January 16, 2017
Presidents' Day	Monday, February 20, 2017
School & Individual Teacher Preparation	Friday, March 3, 2017
Spring Vacation	Thursday and Friday, April 6-7, 2017
Memorial Day	Monday, May 29, 2017
Parent Teacher Compensation Day	Tuesday, May 30, 2017
Parent/Teacher Compensation Day	Wednesday, May 31, 2017

### Trimester Schedule

1 <sup>st</sup>	59 days ends November 22, 2016
2 <sup>nd</sup>	61 days ends March 2, 2017
3 <sup>rd</sup>	60 days ends May 26, 2017

## Guiding Principles for Parents

We (parents) recognize that, as our children's first and most influential teachers, we can promote their success and contribute to an excellent school if we make and fulfill the following commitments:

- We will establish high expectations for our students. We will not accept minimal effort or indifference to quality work.
- We will know what is expected in each of our students' classes and communicate with teachers when we have a question or concern.
  - We will insist on good attendance.
- We will provide a quiet time and place in our home for study.
- We will insist that our students accept responsibility for their learning and conduct.
  - We will model the importance of life-long learning.

-Richard DuFour and Robert Eaker  
Professional Learning Communities at Work

## Policies and Procedures

### ARRIVAL AND DEPARTURE

We will unlock the doors and let students in our building at 7:30. During this time, students may sit in the hallway in our main commons area, go outside, or go to their classrooms with the teachers' permission and presence. Breakfast will begin at 7:40 for those students participating. Buses will arrive at 7:40.

After school, teachers will walk students outside. Buses will be in the parking lot and parent/car pick up will be there as well. Please refer to the map on page 15 of this handbook for more direction. Students are not allowed to walk across parking lots without a parent escort.

### ACCIDENTS AND ILLNESSES

Students involved in minor accidents (skinned knees, etc.) will be cared for by school personnel. If it is necessary for a child to be sent home because of an accident or illness, we will notify the parent to come and pick up the child. If parents cannot be reached, the person designated for emergencies will be notified. Please keep your child's information card updated with this information.

### ATTENDANCE

Punctual, regular attendance is very important to school success. Please carefully review the School Attendance Policy on page 16.

### BEHAVIOR MANAGEMENT PLAN

Our focus with our behavior management plan is to focus on the children's good behavior. When good behavior is reinforced, students will be more likely to continue these behaviors and encourage others to follow.

Unfortunately, there are times when negative consequences need to be given. Our school rules are: Be Respectful, Be Responsible, Be Safe. Minor infractions will be taken care of according to teacher's specific classroom behavior plans. When behavior is serious, an office referral will be made. At that time the principal will decide on a corrective consequence and parents will be notified.

## BULLYING

Park Valley School is committed to providing a quality education to students in a safe, supportive, and welcoming environment. Incidents of bullying, cyber-bullying, hazing, and harassment can significantly disrupt a student's right to a respectful school atmosphere. Any bullying-type behavior is unacceptable, and measures are in place to address such behavior when it occurs.

If a student, parent, or teacher is aware of any situation involving bullying or similar behavior, weapons, or other unsafe behavior, he/she must report the incident(s) immediately. Reporting can be accomplished by communicating with the teacher followed by the principal or the Buddy Box located in the main office. When a report of bullying, cyber-bullying, harassment, and/or hazing is received, the incident will be investigated and appropriate action will be taken. Action may include, but is not limited to: verbal correction, conferences with students and parents, detention, suspensions, and safe school referrals to the district in accordance to Box Elder School District Policy 5005.

## BUSES

Riding the bus is a privilege, and the rules that apply at school also apply on the bus. Each student has received a copy of the district bus rules and safety guidelines. Violations of bus rules will result in loss of riding privileges. If students need to ride a bus with a friend, they will need to present a written note of parent permission signed by the school principal to the bus driver.

## DRESS CODE

Our dress code is designed to promote health, safety, and school discipline. We expect our students to be clean, safe, and modest. Some dress standards are:

- Tank tops, sleeveless tops and extreme shorts are unacceptable. The midriff must be covered.
- Clothing should cover all underwear. Tops made with sheer fabric should have a non-transparent layer underneath.
- Attire that is distracting, extreme, or promotes the use of illegal drugs, tobacco, alcohol, pornography, profane language, gangs or cults is also prohibited.
- Hats, sunglasses, and gloves can be worn to and from school, but need to be left in backpacks during the school day.
- Since the parent is the primary educator of the student, we encourage parents to ensure that their student is in correct dress code on a daily basis.



## EDUCATIONAL DETERRANTS

Items that distract from the learning environment are not appropriate to have at school. Please keep electronics, games, toys, cards, skateboards, shoes with wheels, money, etc. at home. Neither the school nor the district will accept responsibility for lost or damaged items. Educational detractors will be confiscated. If parents feel that a cell phone is essential for their child, it needs to be kept in the child's backpack during the school day and only used before or after school in accordance with Box Elder School District policy 5305.

## EMERGENCY PLAN

In case of an emergency requiring the school to be evacuated for a period of time, the student body would relocate under the direction of district and school administration. Please Call Rex McKee for Further information. 1-435-279-3458

## LUNCH

Students have the option of eating breakfast at school for free. If you choose this option, please make sure your students are here by 7:40 so they have time to eat. During lunch, students can bring a cold lunch from home or buy school lunch at the price of \$1.85. To pay your lunch money online, there is a link on our website. Parents will be notified by a courtesy phone call when your balance reaches zero.

As per district policy 2241, the school is required to prepare your child an alternate meal when your account is -\$20. This alternate meal consists of a piece of bread with cheese, fruit, and milk. At -\$35, your account will be considered delinquent and the district will send the account to collections. In either of these cases, contact will be made with parents daily to remedy the situation.

The free/reduced lunch program is part of the National School Lunch Program which is a federally funded assisted meal program to provide nutritionally balanced, low-cost or free lunches to students based on their family's income level. To qualify for this program, pick up a form from our school district office online or in person at 980 South Main Street in Brigham City. APPLICATIONS MUST BE RENEWED YEARLY.

## LOST AND FOUND

Please label your child's clothing and other belongings. You may look for items in the lost and found by the office. Items not claimed will be donated to charity.

## MEDICATION

In accordance with Utah state law, students are NOT allowed to keep medication in their bags at school. If a student is taking any prescription medication, a medication form signed by the parent must be on file in the office. Parents must bring all medicine in the office in the current prescription bottle labeled with the student's name and our secretary will keep it locked up and dispense it to the student as prescribed. We are not allowed to dispense ANY medication unless a parents has brought it to the school and signed the appropriate forms. This includes Tylenol, Ibuprofen, and other over the counter medications.

## RECESS

Children need breaks during the day to get fresh air and use their large muscles. It is expected that parents will appropriately dress their child for that day's weather conditions with the understanding that the students may have outdoor recess.

The following factors will be considered when determining whether or not to have indoor recess.

- Temperature- below 20 degrees
- Precipitation- what form and how much
- Air Quality

During morning and afternoon breaks, grade level teachers will consider the factors and make a determination as to whether or not to have indoor recess based on current conditions. During lunch recess, the determination will be made by the school office.

All students will be expected to go outside at recess unless they have a daily written note from their parent. For an extended period, a doctor's note is required.

## STUDENT RELEASE FROM SCHOOL

Students are not allowed to leave the school unless their parent or designee has come in to the office and signed the student out. Only persons listed on the registration card will be allowed to withdraw students from school.

Appointments should be scheduled during non-school hours when possible. If it is necessary for a student to leave school, the student should return to the school for the remainder of the day. Students must be checked in and out through the office.

## VISITORS

We welcome parents in our school any time. Please check in to the office prior to visiting classrooms. For the safety of our students, adult visitors will be required to wear a visitor's badge to identify themselves.

### **Attendance Policy**

Because of our school's commitment to quality education, we are concerned when a student misses school for any reason. When students are excessively absent, we are not able to accomplish our goal of ensuring academic success for all children.

According to the Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105), parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, family emergencies, or a death of family member.

We are asking for your help with your student's attendance. Please review the following expectations to ensure that your student's absences are documented correctly.

1. Absences will be excused for the following reasons as defined in State Law are: illness (including medical and dental appointments), family death, and absences permitted by a 504 plan or IEP. These absences must be reported to the office the day of the absence or beforehand in order to be excused.
2. Prearranged absences for family events are also permitted by State Law **if arranged 24 hours in advance with the school administration and not after the absence has taken place. Parents must contact all student's teachers in advance via- text, email or written note, and the student is responsible to make up course work for the missed days.**
3. If the above guidelines are not met, absences will not be excused.

4. If a student would like to change an invalid absence to valid, students must fill out a form and get all work missed made up with in one week.

On-time and regular attendance is a critical life skill. We cannot teach students who are not here. We appreciate the help and support of parents in reinforcing the Attendance Policy. Please review this document and return the signed acknowledgement. If you have questions, please contact the school at 435-871-4411.