



Bonneville Elementary

School Policy Handbook

Jami Dawson, Principal

SCHOOL INFORMATION

Bonneville Elementary School
1245 North 800 West
Orem, Utah 84057

School Office	(801) 610-8101
School FAX	(801) 227-8705
Nurse	(801) 610-8101 Extension 204 (Mondays)
Mascot	Bronco
Colors	Navy and White
Website	http://Bonneville.alpineschools.org

Dear Parents,

Welcome to the 2020-2021 school year. It is a pleasure to work with the wonderful students and parents of Bonneville Elementary School.

This handbook has been produced to clearly communicate with students and parents important information about Bonneville Elementary and school policies. I encourage each of you to read this material to have an understanding of how the school supports student learning. If you have questions, please contact the school. We are happy to meet with you.

Thank you for choosing Bonneville Elementary. We welcome you and your child to a year of progress and great achievement.

Sincerely,

Jami Dawson
Principal, Bonneville Elementary

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School Model and Schedules (*Because of Covid, This years schedule will be adapted*)

We use the modified extended day model for first through sixth grades. This gives the opportunity for small group instruction in literacy at the beginning and end of each school day.

Early-Out Mondays: Every Monday is an early out day to allow time for teacher collaboration. Students leave an hour early.

Monday Kindergarten – A.M. 9:15 a.m.-12:00 p.m. / P.M. 12:35 p.m. -2:30 p.m.

Tuesday-Friday Kindergarten - A.M. 9:15 a.m.-12:00 p.m./P.M. 12:35-3:30 p.m.

Monday 1st-6th Grade

A Track: 8:00 a.m.-1:15 p.m.

B Track: 9:15 a.m.-2:30 p.m.

Tuesday-Friday 1st-6th Grade

A Track: 8:00 a.m.-2:15 p.m.

B Track: 9:15 a.m.-3:30 p.m.

BONNEVILLE ELEMENTARY IS A TITLE 1 SCHOOL

Bonneville Elementary is designated as a Title 1 school. The major factor that determines a school's designation is the percentage of students on Free/Reduced lunch. Bonneville Elementary has approximately 50% and qualifies for Title 1 funding.

When a school becomes a Title 1 school, the school is awarded federal dollars to hire teachers, highly qualified aides, provide professional development for the staff, purchase technology that will enhance student learning, and to help with providing intervention support for students.

The actual Title 1 plan for Bonneville Elementary is created each year with the School Community Council. The plan is available for review upon request. Please contact Mr. Dawson with any questions or concerns regarding the Title 1 plan or Title 1 in general.

More About Title 1?

Title 1 is a federally funded grant program. First started in 1964, it is the largest grant under George W. Bush's ***No Child Left Behind Act***.

The purpose of Title 1 is to provide additional support for schools that serve children who have risk factors like poverty and high mobility. Research has demonstrated that these factors make it more difficult for children to be successful in school.

Eligible schools get an amount of money based on the number of students in the school who qualify for "FREE and REDUCED" price meals. Principals, teachers and Title 1 parents develop a plan for how they can use the funding so that all students can achieve their highest potential.

Title 1 programs often include:

- Additional classroom teachers
- Additional classroom aides
- Professional development for staff
- Teachers with specialized training in reading and mathematics

But they can also include:

- Double Dose programs to pre-teach or re-teach challenging concepts
- Additional technology and equipment for learning
- Counseling and mentoring programs

CHANGES FOR 21st CENTURY LEARNERS

Deeper Learning- At Bonneville Elementary, we recognize that students are facing a more challenging world and that the days of set knowledge and accomplishments based on content are over. The 21st century learner must be prepared with knowledge, skills and dispositions that will help them flourish as citizens of the ever-changing world. Deeper Learning is the process of acquiring the 6 global competencies: character, citizenship, collaboration, communication, creativity, and critical thinking to meet challenges and to be successful in life.

Classroom Design- Slowly Bonneville will be going away from the traditional classroom design of desks and chairs, to have a “Brain space” or areas of collaboration and real world learning. Tables, stools and other spaces will encourage students to stand up, move, and engage in collaboration in the classroom, much like the workspaces that their parents have at their places of employment. Engagement in learning is much higher when students aren’t confined to sit at a desk all day long. The focus of this new design is to help students with engagement with deeper learning at school.

S.T.E.A.M.- We understand that S.T.E.A.M. is more than just a set of activities designed to help students experience Science, Technology, Engineering, Art, Music and Math. S.T.E.A.M. is a way of learning and enhances deeper learning. Classroom teachers will be using the Engineering Process with S.T.E.A.M. activities to help students come up with creative solutions to real world problems, while applying the grade level common core and learning skills and dispositions taught during the year. Additionally, through our specialties of Art, Computer Technology and Gym, students will have the opportunity to extend, explore, design, and create projects that are driven by their own interests and desire.

BONNEVILLE SCHOOL DISCIPLINE AND CONDUCT PLAN

Bonneville Elementary School’s faculty and staff are committed to the development of a positive discipline management program based upon Alpine School District Board policy #5060. Emphasis is placed upon the positive rather than the negative. Rules of discipline are developed to help ensure the learning, safety and well-being of our students and faculty. All staff members have been trained with the “Positive Behavior Intervention and Supports” training to help support students with proper conduct at school.

Our philosophy is to praise the positive while placing the responsibility for unacceptable behavior upon the student. We will not accept behavior that interferes with the learning, safety, or well being of our students.

The school expects each student to follow acceptable standards of behavior as set by the Alpine Board of Education.

1. Students will not cause or attempt to cause damage to school property or attempt to steal property.
2. Students will not cause or attempt to cause damage to private property or steal private property.

3. Students will not cause, attempt to cause, or threaten to cause physical injury to another person.
4. Students will not have in their possession, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object.
5. Students will not have in their possession, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverages, or intoxicant of any kind.
6. Students will not be in possession of or use tobacco.
7. Students will not commit an obscene act or engage in habitual profanity or vulgarity.
8. Students will not cause disruption to school activities, instructional programs or other aspects of the school day.
9. Students will not willfully defy the valid authority of school personnel.

Rule infractions will be considered on an individual basis. The administrator will consider past history or violations, severity and circumstances. Based on the administrator's findings the child's behavior may lead to one or more of the following disciplinary actions:

- Reprimand
- Loss of privilege (e.g., recess time)
- Individual student contracts
- Parent/Student/Teacher Conference
- Principal/Student Conference
- Buddy Classroom or Low Reinforcement Room (LRR)
- Community Service (e.g., help the custodian clean)
- Parent/Teacher/Student/Principal Conference
- In School Suspension (ISS) or Out of School Suspension (OSS)

A phone call will be made to the primary contact's phone number to notify parents if a child is referred to the office for disciplinary reasons. The principal keeps a record of all disciplinary actions.

WEBSITE

Please refer to <http://bonneville.alpineschools.org> for information about the following topics:

- Meet & Greet Your Teacher Open House
- First Day of School
- Kindergarten Assignments, Schedule & Appointments
- Calendar of Activities and Events
- School Hours
- Office Hours
- Bonneville Faculty and Staff Listing
- School Support Staff
- PTA
- School Community Council

TELEPHONES

Please call 801-610-8101 for Bonneville's Voice Mail System. Each teacher has an extension (the extension is their room number) for non-emergency messages. Please note that teachers are unable to answer their telephone during the instructional day.

BUS ROUTE

Bonneville is designated as a walking school and does not have district bus services.

KINDERGARTEN ASSIGNMENTS, SCHEDULE & APPOINTMENTS

Class assignments and appointment times will be communicated by mail to parents during the second week of August. Kindergarten teachers will use the first five days of school to meet individually for 30 minutes with their students.

BACK TO SCHOOL NIGHT

“Back to School” night will begin at 4:30 p.m. and go until 6:30 p.m. Parents and students are invited to go directly to classrooms to meet their teacher and to receive a student handbook and a class syllabus. Teacher will also have a video presentation/slideshows/ or discussions that parents can interact with to answer questions about the grade level and class experience. The focus of this evening is to introduce parents to the teacher, class routines, the school curriculum and programs and to answer any questions before school begins. The Bonneville PTA will also provide information on how you can get involved, join the PTA, and more. Please be sure to drop by the cafeteria to pay for school lunches and to drop by the front office for any questions that you may have for the principal. We look forward to serving you and your student this year.

EARLY OUT MONDAYS

Alpine School District has pursued a philosophy of individual school improvement that is underscored by a collaborative culture focused on student learning. After collecting feedback from educators and patrons, the Alpine Board of Education adopted a district-wide Early Out Monday schedule that supports the process of collaborative teaming. Students will be excused early each Monday, enabling teacher teams to function in collaborative work. Every school in the district will enjoy the benefits of this collaborative time.

BONNEVILLE’S MISSION STATEMENT

Our Mission is to Inspire and Support All Students to Attain High Levels of Learning and Citizenship, Through a Nurturing and Collaborative Culture.

BONNEVILLE’S VISION STATEMENT

As a school community, our vision is to establish and maintain a safe and collaborative culture where we seek out and implement best practices as we help all students develop the knowledge, skills and dispositions necessary for 21st century success.

VALUES

We, the stakeholders of the Bonneville Community, value:

- Student Achievement
- Mutual Respect
- Integrity
- Personal Responsibility
- Academic opportunity
- Communication, collaboration, and community partnerships

ALPINE SCHOOL DISTRICT CALENDAR

Please refer to the following calendar link for a listing of all activities at the school and Alpine School District:

https://calendar.google.com/calendar/embed?src=alpinedistrict.org_liemoa3b0lqqi73mglgoo0s990%40group.calendar.google.com&ctz=America/Denver

ATTENDANCE

Excused Absences - Any absence due to illness, death in the family, religious observance, or other circumstances, should be called in by 9:30 a.m. on the day of the absence. After 9:30 a.m., your child will be marked as an unexcused absent and you will be notified by phone.

Family Vacations and Special Events - When possible, please consult with your child's teacher to discuss the impact on your child's education and the necessary make-up work upon your child's return. A student has 2 days to complete the make-up work, or the assignment will remain unexcused.

Chronic Illness - If your son or daughter has a chronic health condition that results in intermittent absence from school, please contact the office for procedural information. In some cases, a home tutor may be available.

On Time - It is important for students to report to school on time. Children coming late to school should report to the office and checked in by parents before reporting to the classroom. The end of year perfect attendance awards will not be awarded to students with tardies.

Mid-Day Checkout - In order to have a child released from school a parent must come to the office in person. Students will be released only to their parents or an official designated representative.

Early Arrivals - Please refrain from dropping your student off early. The school provides supervision 15 minutes prior to the start and end of the day. Early arrivals and late pick-ups pose a safety risk to the student.

ARRIVAL AT SCHOOL

When students arrive at school they should go directly to their outside classroom doors or teacher designated line-up location. Students are encouraged to not disturb the teachers who are busy getting ready for the day to begin. Aside from visiting the lunchroom to eat breakfast or visiting the library to complete homework or read a book, students should be outside until their teachers come to get them.

Inclement Weather: If the weather is bad outside, students can come into the main front doors of the school to wait in the front hallway, behind the carpet line. When the bell rings, students walk to their outside door to enter their classroom.

BICYCLES, SKATEBOARDS, ROLLER BLADES, POGO STICKS, HEELYS, & SCOOTERS

Students who ride bicycles to school are expected to observe the following rules:

- a. Follow traffic rules
- b. Park in racks with bicycle locked (at owner's risk)
- c. Walk bicycles on and off school grounds

Students may lose their eligibility to ride their bicycles, if rules are not followed.

Please note that skateboards, pogo sticks, Heelys (*shoes with wheels in the heel of the shoe), roller blades, or other wheeled modes of transportation should not be brought to school. Please leave these forms of transportation at home. If they are found at school, they will be collected and held in the front office for parents to come and pick up. The only exception is a scooter but should remain outside locked up. Stolen scooters or bikes are not the school's responsibility.

BOOKS & SUPPLIES

All textbooks are loaned to students free of charge with students being held responsible for loss or damage. Your child's teacher will contact you, if there are any donations of supplies that may be needed for the class.

CHECKING STUDENTS IN AND OUT/CLOSED CAMPUS

We encourage parents to make doctors' appointments before or after school. Parents are required to sign and log their child out during the school day. Students are not allowed to leave the campus once they arrive without being checked-out. Students who choose to go home for lunch need to submit to the office written parent permission to leave campus. Bonneville has a new office and entrance. All outside doors will be locked for the protection of our students. If you need to check out your child please enter through the new office. You will be asked to stand by the counter while your child comes

to you. If you must enter the school the office staff will have to buzz you in through the second locked door to enter the school.

PARENT MEETINGS WITH TEACHERS

We encourage open communication between our staff and parents. If you have a concern regarding your child, your first communication should be with the classroom teacher. If you feel you do not receive resolution to your concern, then a meeting can then be scheduled with the teacher, principal and parent.

***** We ask that parents schedule an appointment through the school office and refrain from conferencing with teachers during the instructional day. Our teachers' first responsibility is to teach and attend to the students. It is not appropriate for parents to take time to meet with teachers during classroom instructional time. Thank you for helping teachers to have the time to teach your student(s).***

COMMUNICATION

Good communication is the key to a successful partnership with school. Getting the correct information at the right time is essential to good home-school relationships. Check your child's backpack and school folders on a daily basis. Look for information regarding classroom, school and community matters.

Whenever you have a question regarding anything happening at Bonneville, please call (801-610-8101).

- Bonneville's Weekly Bulletin- Make sure your email is current in Skyward
- Teacher Newsletters and other forms of communication to the home
- Students' Grades- Students' grades and attendance are accessed via the Internet through Skyward. Skyward has a mobile app that you can download. Come to the office for assistance on how to download or use Skyward.
- ParentLink – Parents will be notified by telephone through our ParentLink Telephone System for unexcused absences or important school events. Please make sure a current phone number is on file in the office.
- PTA Monthly Newsletter
- Parent Teacher Conferences- These will be held in October and February.
- Voice Message- You may leave a voice message for the teacher or principal.
- Email- Check our website for email addresses of teachers and administration.
- Please make sure that the school has current phone numbers to reach parents and guardians.
- Many teachers use the Remind app to communicate through texts.

DRESS CODE

Casual dress is appropriate for school, however, it is important that students follow these guidelines:

- Shorts may be worn as long as they fit properly (not too short).
- Tops that show bare midriffs, strapless outfits, spaghetti straps, muscle shirts, and see-through blouses/shirts are not allowed.
- Avoid clothing with inappropriate pictures or language. (profanity, beer advertisements, etc. are not appropriate).
- Hats may be worn to school, but they should not be worn indoors.
- Tennis shoes are strongly suggested for PE to avoid injury.
- For safety reasons, flip-flops are discouraged.

EMERGENCY INFORMATION

In the event of an emergency, the policy at Bonneville School is to retain the students at the building when conditions are safe. Should there be a major disaster, teachers and staff members will

remain at the school to care for the students. In the event that the school becomes unsafe, students will be moved to an off-site location.

Students may only be released to their parents or to another responsible person. Teachers will keep a written record of student releases. This emergency checkout record will include the time the child was checked-out of school, and by whom.

Parents are asked to notify the school office of any changes in emergency contact information during the year (i.e. address and phone numbers). Please keep this updated.

FIELD TRIPS – PERMISSION AND FEES

Students without written permission to participate in a field trip will be placed in another classroom during the field trip. Parents may obtain assistance with field trip and class activity fees by submitting an application for a fee waiver to the principal. It is not permissible for parents to bring younger siblings when they are supervising a field trip. The parent's full attention should be given to the safety of the children they are supervising. All parents who desire to chaperone for a field trip need to request a background check at the District Office for a \$55 fee to receive clearance for field trips and other activities.

HEALTH SERVICES / FIRST AID

- The following guidelines will help to control communicable diseases in our school environment:
- No child with a fever should be sent to school. A child should not return to school until free of fever for 48 hours.
- Students with nausea, vomiting or diarrhea should stay home.
- Restlessness at night, red, watery eyes, flushed face, headache and swelling on the face are often signs of oncoming illness and the child should not be sent to school.
- A child with a "mild" cold and no fever may go to school. A child with a "heavy" cold with uncontrollable runny nose and a deep, hacking cough should stay home.
- A persistent sore throat or earache should always be checked by a doctor to rule out infection.
- Do not send a child with a rash to school until your doctor has said that it is safe to do so.

First aid is limited to the immediate temporary care of an accident or sudden illness. When the school nurse or a trained first aid responder determine that a student should be sent home for reasons of illness or injury, the school will call an emergency contact on the student's emergency card to arrange transportation. For legal purposes, the school nurse or faculty does not transport students.

If your child has an unusual health situation that could affect performance in school, please notify the school nurse or the school office as soon as possible.

MEDICATIONS

- All medication/pills, whether they are prescription or across-the-counter medications, must be held in the school office. Students may carry asthma inhalers with them at all times. Make sure that the teacher and office are aware of inhalers that your student is bringing to and from school.
- Medications are to be administered by the nurse or a designee assigned by the building principal.
- Across-the-counter medications must be in their labeled container. Such medications must be accompanied by written instructions from the parent.
- All drugs must be in the original container and may only be administered in the amount stated.
- The parent or legal guardian must bring all prescription medication to the nurse or the secretary in the office.

VISION AND HEARING SCREENING

During the fall of each school year, the district conducts a vision and hearing screening, according to the student's grade level. A physician referral form will be sent home if it is determined that further

evaluation is necessary. If at any time during the school year you wish to have your child's vision or hearing status rechecked, please contact the school and they will put you in contact with the appropriate person.

IMMUNIZATIONS

The date of the required immunizations must be reported to the school before each child may attend school. There is no grace period. Immunizations and records are available from your private physician or from the Utah County Health Department (370-8700, 589 South State, Provo)

INSURANCE

Parents may purchase insurance that is available through the state. This is a service to students, and the school does not profit from this program. Insurance information will be made available to you the first week of school. The school does not carry medical insurance on students for accidents that may happen at school. Accidents that occur at school during school hours should be brought to the attention of the school office and the school nurse.

GRADING/COMPUTER TRACKING

Students' grades and attendance can be accessed via the Skyward. Login information is sent to parents at the start of the school year. You may access Skyward from either the Bonneville website or the Alpine School District website. Skyward also has an app that can be downloaded on your phone for easy access. The office can assist you with questions regarding Skyward.

INTERNET AND NETWORK RESOURCES

Students have the opportunity to use computers at school as a valuable learning tool. All families are required to sign a permission slip to allow student access to the Internet and other networked resources at school. Permission will be granted through a new online process this year. Please note the school staff is committed to supervise the use of these resources. Improper student use of internet resources or computers will result in disciplinary action. If a computer is intentionally damaged by your student, you will be notified and damages or replacement of the chromebook, I-pad, computer or headset will be your responsibility for replacement.

LIBRARY

Children will have the opportunity to visit the library weekly as a class or by obtaining a pass from their classroom teacher. Books will be circulated for a week, with two renewals, if needed. Each child is responsible for items checked out. There will be a charge for lost or damaged materials. A student with an overdue library book is not allowed to check out additional books until the overdue book is returned. A student's final report card may be held until a lost book is paid for.

LOST & FOUND

Students should write their names, in ink on the labels of their coats, sweaters, lunch pails, etc. Found articles are placed in the lost & found box in the southeast entrance to the playground of the school. Please encourage your child to check this box. Smaller items, such as glasses, watches, jewelry, change purses, keys, etc., are taken to the school office and kept there for at least two weeks. Unclaimed articles left in the classroom for at least two weeks will be placed in the lost and found box. Items not claimed will be donated to charity several times a year.

BREAKFAST & LUNCH PROGRAMS

Students may purchase a hot lunch or they may bring their own lunch from home. The cost for a school lunch can be found at this website:

<https://drive.google.com/open?id=0B24DLEBn2DyseGtDOThKaDNrcUE>.

To purchase a lunch, send a check (to Alpine Food Services) or cash to school with your child. Students are assigned a computer identity number, which allows them access to their own lunch account. Lunch

accounts are carried from one year to the next including from elementary to secondary. When the account is down to one lunch left, the child will receive a stamp or a note will be sent home informing the parent that more money is needed. Parents may choose the convenience of paying on line and without cost at <https://www.mypaymentsplus.com/>. Parents can view the lunch balance and set up alerts or automatic payments as well.

FREE OR REDUCED LUNCHESES & BREAKFAST

Application forms are sent by the Alpine School District to homes with a letter to parents or guardians. To apply for free or reduced price meals, you may either send the application in the mail to Alpine School District, Food Services, 490 N. State Street, Lindon, UT 84042, or access forms at <https://alpineschools.org/nutrition/>. For questions, please contact the Food Service Office at 801-610-8031. Families on free or reduced lunch at the end of school last year at any Alpine District School will remain on the program for 30 days. Reapplication must be made for the families to remain qualified.

LUNCH CHARGES

Students may only be allowed to charge two lunches. To avoid calls from the lunchroom clerk, watch for the stamp on the hand and send money the following day

- Students without a lunch should report to the school office by 10:30 a.m. so that other arrangements can be made.
- Classrooms should not be interrupted in the morning for parents delivering lunches.

LUNCH RECESS/ LUNCHROOM STUDENT EXPECTATIONS

During recess, students have an opportunity to play appropriately with their classmates. They may choose to play safely on the equipment, join in various field games or simply socialize with their friends. Contact sports are not allowed. During extreme weather conditions, students may be directed to their classrooms and supervised by teachers and aides until lunch is over. Students are expected to follow directions from the aides throughout the lunch recess period.

In the lunchroom, students are expected to remain seated, eat their lunches using good manners, talk respectfully with their classmates, and clean their area when finished eating. They are required to listen quietly when the lunch aides give directions and to walk when entering or leaving the cafeteria. Food should not be taken out of the lunchroom to the classroom.

Students will be given time to eat their lunches. Prior to leaving their table, students will need to clean their area and pick up any garbage that needs discarded.

MAKE-UP WORK

When students are absent or out of the classroom (student council, doctor appointments, nurse's office, etc.), it is the student's responsibility to talk with their teacher to obtain missed assignments. Teachers will cooperate with the students in accepting their assignments. It is the student's responsibility to acquire, complete and turn in missing assignments. Parents requesting assignments for absent children must make the request before 10AM of the day they would like to pick up the material in the office after school.

PARTIES AT SCHOOL

Room parents and teachers will coordinate the scheduled parties and should not exclude groups with differing backgrounds. It is permissible for children, on their birthdays, to bring a light refreshment for their classmates. Please coordinate with your child's teacher. The Alpine School District requires that any food that is brought into the school needs to be commercially prepared and packaged. Parties that include a lunch meal must be coordinated with the teacher and cafeteria.

PARTIES AND OTHER ACTIVITIES AWAY FROM SCHOOL

Students often invite classmates to special celebrations outside of school - most commonly birthday parties. Please note that we discourage students from distributing these invitations at school or to make phone calls from the classroom or office to make arrangements for rides to parties or other activities. Please make all arrangements for parties and other out of school activities from the home. Thank you!

PERIODIC PROGRESS REPORTS

Teachers can use periodic progress reports in order to notify parents of general trends in student work habits and/or achievement. These reports can be sent at the teacher's option at the midpoint of each grading period, or other times as needed.

PHYSICAL EDUCATION

Loose and comfortable clothing appropriate to the weather should be worn on PE days. For the safety of the student, tennis shoes are recommended.

PROHIBITED ITEMS AT SCHOOL

Items that are not connected with the school program (radios, toys, games, Pokemon Cards, etc.) are to be left at home. Weapons and look-alike weapons, including pocket knives, are **not allowed** at school.

REPORT CARDS

Report cards will be distributed at the conclusion of each trimester via SKYWARD.

SEP CONFERENCES

Individual SEP (Student Education Plan) parent-teacher conferences are scheduled for parents of students, K-6 grades, during October and February. See Calendar for dates. Parents are strongly encouraged to attend.

SPECIAL ACCOMMODATIONS

If you or your child has disabilities that require special accommodations, please contact the school principal.

PROGRAMS FOR STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; 2) has record of such impairment; or 3) is regarded as having such an impairment. The Alpine School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district. Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact Principal Shawn Brooks.

SPECIAL PLACEMENT REQUESTS

The administration is anxious to provide equal opportunity to all students, as well as meet the needs of the one. To achieve fairness, the school is responsible in bringing about a proper balance of classes with regard to size and ability span. No one area can be overlooked without producing inequity for students and teachers. With these factors and goals in mind, the educational staff has compiled carefully balanced class groupings. Careful thought was given to unusual circumstances that warranted

consideration in student placement. We consider start times, but recommend that parents not request a particular teacher each year.

Once the school year has started, we ask that you give your child a six-week probation period before making any special requests, and request you to work with the teacher on concerns you may have. While the administration would like nothing more than to grant all parent requests, it is sometimes impossible as a result of classes being scheduled to capacity.

TELEPHONE AND MOBILE DEVICE USE

Electronic mobile devices may be used in school with the teacher's permission. They are not allowed during lunch or recess. The use of electronic devices is governed by the Alpine School District Acceptable Use Policy. Inappropriate use may result in a device being confiscated. Confiscated electronic devices may be picked up by the parent from the office. The school will not be held liable for devices that are lost, broken or stolen while at school.

TRAFFIC SAFETY

General Guidelines:

- Please do not park and leave your car in red or crosswalk zones. The continual flow of traffic is very important in these areas.
- Please do not ask your children to run across the street, or in-between busses or cars. Parents and children should use crosswalks, and where possible cross with the crossing guard.
- Parking stalls in front of the building and in the center of the kindergarten drop off area are designated for parent parking. Parking stalls can also be found on the south side of the school.
- Avoid blocking traffic by organizing your child before leaving school (i.e., lunch money, parent notes, backpack, etc.).

FRONT PARKING AREA

- The red curb is for unloading and loading only. Park in the stall if you need more time to safely drop your student off to school.
- Students should not move between cars but should be dropped at the curb, so they can walk into the front doors of the school

SOUTH PRE-K and KINDERGARTEN AREA

- Always drive in the direction of the arrows.
- All Kindergarten students being picked up will be held by the fence (up to 8 minutes after school) until a parent has pulled up to the red curb.
- Kindergarten children should not go into the parking lot unless accompanied by a parent.
- You may wait at the curb for your child, but you should **pull completely forward** to allow for others to wait. We have a long driveway to accommodate parents all the way down to the trailer, by the church pavilion
- If you are blocking traffic next to the red curb, you should pull out and park in a designated stall, or move out and circle back again.
- Pull into parking spots provided. Please help keep traffic flowing
- Please do not backup. If you backup at any time, you increase the chances of a child getting hurt.

VOLUNTEERS

There is a menu of opportunities for you to be involved at Bonneville. You may assist in the classroom, BONNEVILLE PTA, School Community Council and the Library to name a few.

We ask that if you choose to volunteer in your child's classroom that you refrain from bringing young children who are not enrolled at Bonneville. Often younger siblings can be a distraction to the teacher,

students and learning within the classroom. Children are not allowed in the teacher's workroom due to safety concerns. Children are not allowed in the faculty workroom.

Please make certain that when you volunteer, that you sign in at the office. These hours help Bonneville PTA to qualify for non-profit tax status as well as qualify and acquire PTA lobbying time at the state capital for educational issues.

VISITORS

All visitors are to enter the school by the flagpole- Main Entrance where the office is located. Visitors must first sign the register and be asked to wear a "Visitor Badge" or sticker if they are staying at the school for any amount of time. Once this is completed they will be allowed into the school. Our teachers have been instructed not to allow visitors in the classroom without office approval (visitor's badge required). This rule is for the protection of your child and is required by State Law. If you are dropping off an item for your child, your child will be called down to the office so as to not disrupt the class instruction.

All volunteers are expected to exit the building in the event of a fire drill or an emergency.

School-age children cannot participate in school activities unless registered at Bonneville Elementary.

WITHDRAWAL FROM SCHOOL

Parents should notify the school office in writing or by telephone at least two days prior to the student's last attendance day. The secretary will then prepare a withdrawal form for the parent to take to the new school. All school materials loaned to the student must be returned. The parents must pay for items that are lost or damaged before school records will be forwarded to the new school. Please provide the name of the new school and their address, telephone and fax number.

REQUESTING A CHANGE IN TEACHERS

1. We have amazing teachers at Bonneville Elementary. However, there are times when parents may think that switching their child to another teacher's class would be a good idea. Here are the steps parents must take to request a change in classrooms:
2. Meet with the teacher and discuss your concerns.
3. Meet with the principal, the teacher, and your child.
4. Give the teacher 10 school days to resolve the situation with you and your child (We may make exceptions to this around the end of a trimester).
5. If you are still requesting a change, meet again with the principal and the teacher.
6. The principal will make the final decision.
7. If a change is approved, the parent must meet with the new teacher before the child begins in his or her class.

SCHOOL FEES NOTICE

FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES

(If you need assistance with understanding this document, please contact the school principal)

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (even though the grade may be part of a middle school). You cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if you student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals or milk. All information, which you provide in application, will be kept confidential.

State law and State Board of Education rules do not permit school to charge fees for anything that takes place during the regular school day! Fees may only be charges for programs offered before or after school, or during school vacations. If you family's assets do not exceed the statewide fee waiver asset limits and your child is eligible for free school lunch or receives SSI payments, or if you are receiving AFDC or if the child was placed in your home by the government as a foster child, the school must waive the fees. A school administrator may require your family to complete a Statewide Fee Waiver Questionnaire even if you satisfy the income eligibility guidelines for fee waivers. The conclusion of this asset test may determine your student's eligibility for fee waivers. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you might be eligible for a waiver even if other eligibility criteria are not met. If you local school board allows your school to charge fees, a Fee Waiver Application (Grade K-6) and, if required by your district, a Statewide Fee Waiver Assets Questionnaire, are enclosed. Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). No child may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip though some may not have made a donation.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact on of the other agencies listed:

School telephone: 801-610-8101
Mr. Jami Dawson

Utah Issues Information Program, Inc.
330 West 500 South
SLC, UT 84101
801-521-2035 or 800-331-5627
Utah Legal Services, Inc.
1-800-662-4245

District telephone: 801-610-8400

A MESSAGE FROM YOUR PTA

Your support is what makes the Bonneville PTA so successful! There are several ways you can help with PTA:

- 1 – Join. Your membership really makes a difference when it comes time for lobbying at the legislature on important issues. The more members we have the more time we have on the floor of the state and national capitals to lobby for the interest of our children.
- 2- Volunteer. PTA sponsors many programs including: Red Ribbon Week, Teacher appreciation, SEP dinners, Reading Program, Math Focus, Book Fairs, Walk-A-Thon, Maturation, and Reflections. Sign up to help with these different programs.
- 3 – Attend the monthly PTA meeting to stay informed. Who can attend the meetings? Everyone is invited. Look for the meeting dates in the school newsletter.

A FINAL NOTE

These policies and procedures are intended to be as comprehensive as possible, however, not all situations can possibly be covered. We hope you keep this guide handy to help answer your questions. For district information, please access their district's website at <http://www.alpineschools.org>. For

school information, please access our website at <http://bonneville.alpineschools.org>. Please do not hesitate to call on us at any time for assistance.