

Park Elementary

Family Handbook

2008 - 2009



Please read to your child every day!!!

Park Elementary Mission Statement

Our mission is to establish a strong foundation in basic skills, promoting personal academic growth, develop independent thinking, and foster responsible citizenship by providing quality instruction and real-life experiences in a safe, positive environment.

Education Through Cooperation



Home of the Panthers

Cover Art taken from the "Reading is Fundamental" Home Page: <http://www.rif.org/parents/>
Si a usted le gustaría esta información en Español puede hablar al telefono 368-8571

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Park School is one of my favorite places to be. I can say that without reservation because of the great students, faculty, staff, parents and volunteers who make up the Park School community. We receive such great support from parents, from our PTA, and from the Spanish Fork Community.

Our hope for this year is to continue to provide students with opportunities to learn, grow and develop mentally, socially, emotionally, and physically. We also hope to provide opportunities for those of you who desire to come and learn how to support your child's education at home.

I know this handbook is lengthy but has been prepared to assist families in understanding the policies and procedures at Park Elementary and of Nebo School District. **Please do not feel you must read the entire handbook in one sitting. I have added an index so you can easily turn to pages for particular information.** This handbook certainly does not contain everything pertaining to the school, but I sincerely hope it will be helpful to you and your family. The handbook will be updated yearly because there are always policy and procedural changes. Please feel free to call or visit with me about any concerns or issues. Educating children is a community effort, and your input is critically important. I hope we can work together and experience another great year at Park School.

Rob Keddington
Principal
798-4045
rob.keddington@nebo.edu

Attention Parents

In compliance with the Americans with Disabilities Act, qualified individuals needing reasonable accommodations (including auxiliary communication aids and service) should contact the principal of this school, Rob Keddington, 798-4045 or the Nebo School District ADA Coordinator, John Webb, 354-7400 or Utah Relay System (1-800-346-4128). Please inform us at least three days prior to the activity.

Nebo School District Non-Discrimination Policy

It is the policy of Nebo School District not to discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education. 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172

Park School Calendar

2008 - 2009

August 19	Open House 1:00 to 2:30
August 20	First Day of School for Grades 1-6 (School Begins at 8:30)
August 20-26	Kindergarten Assessments
August 27	Kindergarten Begins
September 1	Labor Day...No School
September 2	Title I Preschool Begins
September 25	Picture Day
September 26	UPASS District Development Day. No school for Students.
October 16 - 17	Fall Break No School
October 23	SEP Conferences
October 24	Teacher Development Day. No School for Students.
November 5	Picture Retakes
November 26 - 28	Thanksgiving Holiday. No School
December 22-Jan. 2	Christmas Holiday
January 5	School Resumes
January 15	SEP Conferences
January 16	Teacher Development Day. No School for Students.
January 19	Martin Luther King Day. No School.
February 16	Washington and Lincoln Day. No School.
March 4	Spring Pictures
March 19	SEP Conferences
March 20	Teacher Development Day. No School for Students.
April 15 - 17	Spring Break
May 22	Last Day of Kindergarten (Kindergarten assessment May 26-29)
May 25	Memorial Day. No School
May 29	Last Day of School for Grades 1-6 (Early Out at 12:00)

Park Elementary School Schedule 2008 - 2009

Please do not send your child to school before 8:00 am. There will not be adequate supervision until then.

First Through Sixth Grades

First Day of School for 1-6:	Wednesday, August 20, 2008
8:00 – 8:25	Breakfast Served
8:25	First Bell Rings
8:30	School Begins
9:55 - 10:10	Recess for K-2
10:15 – 10:30	Recess for 3-6
11:15 – 11:55	Extended Day Kindergarten and First Grade Lunch
11:25 – 12:05	Second Grade Lunch
11:35 – 12:15	Third Grade Lunch
11:45 – 12:25	Fourth Grade Lunch
11:55 – 12:35	Fifth Grade Lunch
12:05 – 12:45	Sixth Grade Lunch
2:45	School Dismissed on M,T,Th,F (School will be dismissed at 2:00 on Wednesdays for Teacher Collaboration)

Title I Preschool Schedule

9:00	AM Class Begins
11:30	AM Class Ends
11:30	PM Class Begins
2:00	PM Class Ends

Kindergarten Schedule

First Day of Kindergarten will be August 27, 2008.

Optional Extended Day Kindergarten

8:30 – 2:45 Monday, Tuesday, Thursday and Friday
8:30 – 2:00 on Wednesdays

Morning Session

8:30 – 11:05 Monday, Tuesday, Thursday and Friday
8:30 – 10:45 on Wednesdays

Afternoon Session

12:10 – 2:45 Monday, Tuesday, Thursday and Friday
11:45 – 2:00 on Wednesdays

Park Elementary Faculty and Staff 2007 - 2008

Rob Keddington
Paula Farrer
Patricia Palmer
Ann Banks
Tammy Howell
Shauna Hatch
Ann Hawk
Lee Wayne Elmer
Susan Cloward
Dennis Tuckett

Principal
Title I Coordinator/Staff Developer
Intern Coach
Secretary
Assistant Secretary
Assistant Secretary
Librarian
Head Custodian
Reading Recovery/Literacy Specialist
Reading Recovery

Resource

Deah Borders
Libby Deliotte
Eileen Prior

Planning Time

Lorie Graham	Keyboarding/Computers
Tricia Jensen	PE
new hire	Music

Preschool

Elaine Olsen
Barbara Preston

Skill Building

Tammy Howell
Lorraine Rosenbaum

Kindergarten

Extended Bruce Elliott
AM Heidi Sitake
PM Heidi Sitake
PM Amy Wright

Fourth Grade

Eric Gappmayer
Josh Hales
Leslie Perschon

Specialists

Suzanne Livingston	School Nurse
Dallin Millington	Speech
Ross Leslie	Speech
Temma Harris	Psychologist
Karen Smith	Counselor
Norma Cope	ESL

First Grade

Lacey DeGraffenried
Carrie Dunn
Leslie Hunt
Chalise Koyle
Jodi Marsh

Fifth Grade

Shelley Emery
Kris Hill
Jennifer Sorensen

Custodial Staff

Tonya Hohrein
Juan Calixtro
Kaylee Cloward
Matthew Graham

Second Grade

Cindy Bradford
Shauna Gardner
Shirley Jordan
Venice Kimball

Sixth Grade

Ruth Cooper
Myles Peterson

Lunch-Time Supervisors

Coleen Peterson, Pam Shelley, Cynthia Shepherd, Karen Shepherd,
Laura Taylor

Third Grade

Camile Johnson
Lorie Portlock
Natalie Taylor

Title I

Charlene Hatch	Shauna Hatch	Coleen Peterson
Lorraine Rosenbaum	Pam Shelley	Cynthia Shepherd
Karen Shepherd	Laura Taylor	Holly Thomas

School Improvement Plan Goal #1

Goal: We will improve our students' abilities in math and reading.

Action Plan(s):

1. We will provide students in K-4th grades leveled books to take home four nights a week. A technician will be hired to check these books in and out.
2. We will offer needy students summer tutoring.
3. We will improve the use of technology in the classroom to enable students to research and write quality papers.
4. We will continue to provide Kindergarten packets to parents who register their students for Kindergarten. These packets contain information and materials to assist their students with early reading preparation.
5. We will hold Cradled in Literacy classes for parents at our school.
6. We will continue to use technicians to help tutor our students in reading and math.

7. We will provide Reading Recovery for our struggling readers in first grade.
8. We will continue to use the Waterford program to help our struggling readers in the lower grades.
9. Optional Extended Day Kindergarten will be used to help approximately sixteen of our most struggling Kindergarten students in reading and math.

Measurements of Success:

We will use ongoing assessments, common assessments, and standardized tests to determine success in math and reading. Benchmarks taken three times each year will also be used to measure growth in reading.

Supporting Professional Development Activities (if applicable):

1. We will continue to refine our skills concerning collaboration and Professional Learning Communities.
2. Our literacy specialist and staff developer will continue to provide inservice and support for teachers in reading and writing.
3. Qualified staff will provide inservice and support for teachers in math instruction.

School Improvement Plan Goal #2

Goal: To provide remediation in math and reading for struggling students.

Action Plan(s):

1. Two half-day Reading Recovery instructors will provide intense remediation for sixteen first grade students who tested below grade level.
2. Teachers will conduct guided reading groups where students will receive instruction and support for their instructional reading level. This will take place at least three to four times per week for all students.
3. Students who are reading below grade level will be tutored by technicians who will use the STAR and STAR Advanced programs with students at least two to four times per week.
4. Students who are performing below grade level in math or are struggling with an important concept will be tutored by technicians.
5. Students with severe learning disabilities will be referred to Resource, and if they qualify they will receive small group help on a daily basis.
6. A Take-Home leveled library book will be provided for all Kindergarten through fourth grade students four days each week. Students who are reading below grade level in fifth and sixth grades will also take a book home four days per week.

7. A summer tutoring program will be available with a special invitation to those who are reading below grade level.
8. We will utilize our Waterford computer stations to help struggling readers in the lower grades and purchase others if necessary.
9. We will improve technology in classrooms and enable students to access YPP, UTIPS, and other programs to enhance their reading and math skills.
10. We will provide students with after school tutoring through the 4H program.
11. We will continue our Title I Preschool to prepare needy students for Kindergarten.
12. We will continue our Optional Extended Day Kindergarten program and offer a summer Kindergarten class for those students who still need remediation before going on to first grade.

Measurements of Success:

- We will assess our academic progress in math using the Utah State End of Level Criterion Referenced Tests.
 - We will assess reading progress using the Benchmark Reading Assessment required by Nebo School District. Each teacher will administer a benchmark assessment three times during the school year, once in September, once in January and once in May. Between these three key benchmark assessments, teachers will give ongoing running record assessments to all students who are below their reading grade level. The principal will compile a report and track every student below grade level in reading and comprehension.
 - Teachers will be aware of student's IEP goals that have been set and work in the classroom to reach those goals.
 - Teachers will conduct frequent individual running record assessments.
 - Teachers in fifth grade will give the IOWA Test of Basic Skills to their students.
 - Teachers in third grade will give the 3rd Grade Reading Assessment and the IOWA tests to their students.
 - Teachers will work together in Professional Learning Communities. Teachers will meet once a week to collaborate to determine the academic needs and progress of their students in reading and math. They will determine which students need reteaching, reinforcement, and enrichment. Four days per week for a set time each day, we will provide an opportunity for students to receive additional help in reading and math. During this time, students who have achieved mastery will also participate in enrichment activities. We will provide technicians to help implement this plan. We will also provide any necessary resources for teachers which will help them to be successful in their grade level PLC's.
- * Teachers will use data from YPP, UTIPS and other programs to assess their students.

School Improvement Plan Goal #3

Goal: To enhance parents abilities to help their students with reading and math at home.

Action Plan(s):

1. We will hold Cradled in Literacy classes each year for parents and toddlers.
2. A packet of beginning reading materials will be given to parents at Kindergarten Registration. This packet will include beginning sight words, alphabet cards, correct letter formation and a book.
3. During scheduled SEP conferences, parents will have an opportunity to learn skills that if implemented, will assist parents in helping their students academically at home.
4. Teachers in 3rd-6th grades will keep current academic progress on the SIS grading program. This information can then be accessed by parents from their personal computer.

Measurements of Success: We will keep track of the number of parents who attend and participate in these activities.

School Improvement Plan Goal #4

Goal: Teachers will participate in staff development activities which will enhance their teaching skills in reading and math.

Action Plan(s):

1. Teachers will work together in Professional Learning Communities. Teachers will meet once a week to collaborate to determine the academic needs and progress of their students. They will determine which students need reteaching, reinforcement, and enrichment. Four days per week for a half hour each day, we will provide an opportunity for students to receive additional help in reading and math. During this time, students who have achieved mastery will also participate in enrichment activities. We will provide technicians to help implement this plan. We will also use available resources to provide necessary resources for teachers which will help them to be successful in their grade level PLC's.
2. Qualified school personnel will provide monthly inservice to faculty and staff members.
3. We will provide needed books and supplies for Staff Development.
4. Our Staff Developer, Intern Coach, Literacy Specialist and other qualified staff, will work with staff members to improve their reading and math instruction.
5. All teachers with three or fewer years of teaching experience will participate in the mentor program. Master teachers will be assigned to provide individual training to these teachers.
6. Our Literacy Specialist will be an integral part of our staff development plan. She will model reading and writing lessons in the classroom and consult with teachers concerning students who are not progressing. She will assist in regularly scheduled staff inservice activities. She will be responsible for the books and materials for our Guided Reading library.

Measurements of Success:

We will use ongoing assessments, common assessments, and standardized tests to determine success in math and reading. Benchmarks taken three times each year will also be used to measure growth in reading.

Park School Title I Plan

The following is a brief overview of our Title I plan for 2008-2009 school year which is over 21 pages long. The full plan can be viewed, upon request, from the office. The plan is broken down into ten headings.

1. **Teacher Quality:** Teacher Quality specifically deals with the “highly qualified” aspects of our teachers and technicians, hiring practices, and ongoing training for new staff.
2. **Curriculum Selection and Implementation and Instructional Strategies:** We structure curriculum, instruction, assessment, and resources of time, people and money to increase and maximize student achievement.
3. **Professional Development:** This section outlines the various professional development opportunities available for our staff.
4. **Academic and Other Supportive Services for Students:** This part of the plan outlines all of the support we give our students to maximize their opportunities for learning.
5. **Parental Involvement:** This section of the plan discusses how we involve parents in the education of our students.
6. **Full and Appropriate Integration of Technology:** This section explains how we use technology to enhance the education of our students.
7. **System of Support for Schools:** This section deals with the use of various forms of data, how it is used to drive our instruction, and how instructing is tied to the Utah State Core Curriculum.
8. **Evaluation Plan:** This section deals with various ways we will know if our plan is successful for our students.
9. **Needs Assessment:** We have developed and utilized a comprehensive needs assessment of the entire school including the needs of migratory children as defined in section I309 (2) that is based on information that includes the achievement of children in relation to the State Academic Content Standards and the State Student Academic Achievement Standards.
10. **Program Evaluation:** This section explains how we utilize high-quality student assessment and other indicators to evaluate the effectiveness of our Title I program.

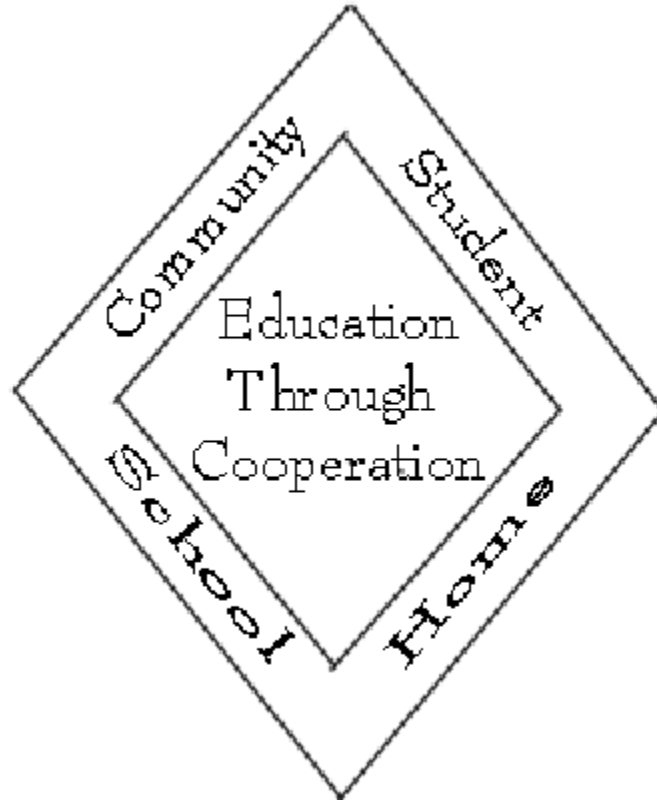
Esta información es una breve descripción del plan de Título I para el año escolar 2008-2009 el cual es un documento de 21 paginas. Este documento esta disponible en la oficina para que lo puedan leer si lo requieren. Este documento esta dividido en diez secciones.

1. **Calidad del Maestro (a):** La calidad del maestro se refiere específicamente a los aspectos de “altamente calificado” que se aplican a todos los maestros, técnicos educativos, procesos de empleo y entrenamientos a los que los nuevos maestros asisten.
2. **Selección e Implementación del Material Educativo y los Métodos de Instrucción:** Estructuramos el material educativo, la instrucción, las evaluaciones, los recursos de tiempo, el personal y los recursos económicos para aumentar y usar al máximo el progreso de los estudiantes.
3. **Desarrollo Profesional:** Esta sección enlista todas las oportunidades de desarrollo profesional que están disponibles para nuestro personal.
4. **Servicios de Apoyo Académico y otros servicios disponibles para los Estudiantes:** Esta parte del plan enlista todas las formas de apoyo que los estudiantes reciben para usar al máximo las oportunidades de aprendizaje.
5. **Involucramiento de los Padres:** Esta sección del plan explica como se involucra a los padres en el proceso educativo de nuestros estudiantes.
6. **Integración Completa y Apropiada de la Tecnología:** Esta sección explica como usamos la tecnología para mejorar la educación de nuestros estudiantes.
7. **Sistema de Apoyo para las Escuelas:** Esta sección describe como se usan las diferentes formas de registro de datos para guiar la instrucción académica y como esta se liga directamente con las Materias Educativas del Estado de Utah.
8. **Plan de Evaluación:** Esta sección habla sobre las diferentes maneras con las que podemos saber si nuestro plan es exitoso para nuestros estudiantes.
9. **Necesidad de Examinar:** Hemos desarrollado e utilizado un plan para examinar las necesidades específicas de la escuela en general que incluye las necesidades de los niños migrantes como se define en la sección I309(2), lo cual esta en relación directa con los Estándares Académicos y de Logros del Estado de Utah.
10. **Evaluación del Programa:** Esta sección explica como utilizamos evaluaciones altamente calificadas y otros indicadores para evaluar la efectividad del programa del Título I.

School Land Trust Program Plan

To view a copy of Park’s 2008-2009 School Land Trust Plan or any of the previous year’s plans, go to <http://www.schoollandtrust.org/index.php>. Please see the principal if you do not have access to the Internet and would like a copy of the School Land Trust Plan.

Park School Policies and Procedures



Arrival and Departure

Breakfast will be served from 8:00 to 8:25.

School will begin at 8:30.

School ends at 2:45 on Monday, Tuesday, Thursday and Friday and at 2:00 on Wednesdays

Students should not arrive on the school grounds before 8:00. They should also return home promptly following the dismissal of school each day. Students will not be kept after school longer than five minutes without notifying a parent or another responsible person listed on the student's information card.

Absences and 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 for them to be absent*.

Please notify the school (798-4045) by 9 am 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. Your student will be marked with an unexcused absence if we do not hear from you. Too many of these unexcused absences could result in your child missing a reward activity or parents being issued an attendance citation.

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 contact the parents and assist them and their child in correcting the problem. This assistance may include the involvement of the school nurse, school counselor, the Nebo District Truant Officer, or initiating a referral to the Division of Family Services and/or Juvenile Court.

Our intention is to solve attendance and tardiness problems quickly so students will have a greater chance for success.

Accidents and Illnesses

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

Under extreme emergencies, when we are unable to contact any of those listed, we will take the necessary steps to care for the injured student. **UNDER NO CIRCUMSTANCES WILL WE SEND A CHILD HOME UNDER SUCH CONDITIONS UNLESS THE PARENT OR PERSON LISTED AS THE EMERGENCY CONTACT GIVES US PERMISSION.**

At Home Reading

It is imperative that every student at Park School read at least twenty minutes each night for five nights a week. We will provide K-3rd grade students with a book that is on their independent level Monday through Thursday. It is extremely important that this book be read by the student and returned to school the next day. Fourth, fifth, and sixth grade students are expected to choose library books they can read for their at-home reading. THIS IS THE MOST IMPORTANT HOMEWORK YOUR CHILD HAS EACH NIGHT.

Bicycles/Scooters/Roller Blades/Skateboards/Skate Shoes

All bicycles are to be secured to the bike rack upon arrival at school. Scooters, roller blades, and skateboards are to be stored in classrooms (scooters need to be folded) and **for safety reasons should not be used on school grounds.** These items are not to be used during school hours. Skate shoes are permitted as long as students do not skate on school grounds. The school assumes no responsibility for damage or theft of these items.

Birthday and Other Treats

It is certainly not required or expected that you send treats to school. However, if you choose to send treats, please follow these guidelines to be in compliance with Utah State Department of Health regulation (R392-100-2 food care). This regulation **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 birthdays, class parties, special rewards, etc., they should be commercially prepared items preferably individually wrapped in cellophane paper, a box, etc.”*

Dress Standards

“Because certain fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal educational process, all students are expected to conform to the standards of dress and grooming outlined below when participating in any school activity. The only exceptions shall be for certain special days or activities which are declared exempt by the school principal.” Nebo District Policy #JFCA

Student standards include, but are not limited to, the following:

1. Hair shall be neat, clean, and well groomed. **Unnatural hair coloring, which includes costume spray paints, is not permitted.**
2. **Clothing shall be modest, neat and clean, in good repair, and shall include shoes.** Clothing and or jewelry shall not be worn which displays obscene or suggestive words or pictures, or which advertises any substance that a student cannot legally possess or use. Ears are the only acceptable body pierces. **Modesty shall include covering shoulders, midriff, and back. Short shorts, biking shorts, tank tops, halter or crop tops, or extremely short skirts or dresses do not meet the modesty standards in our school.**
3. Any clothing, insignia, or jewelry representative or associated with gangs or gang activity will not be allowed.
4. Hats and caps shall not be worn during regular school hours except during recess.

Students who come to school inappropriately dressed will be asked to call home and have someone bring them appropriate clothing.

Drinks, Candy, Gum

We do not allow students to eat candy, chew gum or drink soft drinks in the classrooms or hallways. However, a teacher on special occasions may make an exception to this rule. These items, except gum that is never allowed, may be eaten in the lunchroom as part of student's lunch.

Financial Contributions To Our School

Legislative and district funds are limited. 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 for Park School is \$15.00 per student. Your contribution is confidential, tax deductible and very important. All students will take part in every activity planned, regardless of donations. Last year these funds were used to help fund assemblies (Utah State University's Junior Engineering Day, Birds of Prey, BYU Ballet, and BYU Folk Dancers) and field trips (Bean Museum, Clark Planetarium, Children's Museum). Our students benefited greatly last year from your generosity.

General Information Card

Please complete one General Information Card for your family at Park School. This card will be available in the office for use in times of illness or serious accident. Please include as many details as possible for us to be able to locate a parent or another responsible adult during school hours. It is required that a current phone number be on your General Information Card or the phone number of someone who can be contacted when emergencies arise at school. **Only those whose names you have listed on your child's registration card will be allowed to check out your child. Please call the office ahead of time to notify us if someone will be picking them up who is not on your card. Please inform the person not on the card that they will need a picture ID. Please notify the school of any changes in address or phone numbers as soon as possible.**

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 length and designed specifically to meet the needs of the students. Assigned homework should be carefully explained so the student has an understanding of the assignment. Students will be held accountable for completion of assigned homework as a part of their regular class assignments. Should you, as a parent, be asked to sign 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

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. This is particularly relevant to kindergarten and first grade.

Lost & Found Items

To help us return lost articles of clothing, etc., **please put your child's name on everything valuable he or she brings to school.** Valuables and/or tiny articles are turned into the office. Larger items are placed in a bin in the lunchroom. Lost articles which are not claimed before the Christmas Holiday and the last day of school in May will be donated to a charitable organization.

Lunchroom Procedures and Prices

The following rules of health and safety have been set up in the lunchroom to protect children and to ensure they have an opportunity to have a pleasant experience during their lunch:

- Enter the lunchroom in an orderly manner (walk).
- Be seated with their classroom unless otherwise directed.
- Use appropriate voices and manners.
- Stay seated until you are finished eating.
- Clean the eating area when leaving.
- Leave food or drinks in the lunchroom.

Lunch prices!

Lunch Prices: Students - \$1.75 Reduced - \$.40 Adults - \$2.75

Breakfast Prices: Students - \$1.25 Reduced - \$.30 Adults - \$1.50

Cost of Milk: \$.25

The school breakfast and lunch are available every school day. If you prefer, your child can bring a sack lunch and/or purchase milk. Please put your child's name and teacher's name on lunch sacks or containers. Applications for free/reduced lunch are available at the school or district office and **must be returned and processed at the district office before students can receive free or reduced meals.** If you feel you may qualify for free or reduced lunch, please go to the **temporary district office (570 South Main in Springville)** and fill out the proper form. Some of our funding is dependant on our free/reduced lunch percentage.

Major Disasters

In the event of a major disaster students will be held at school. In the event our building is deemed unsafe, we will take students to Diamond Fork Jr. High School just east of the school at 50 North 900 East. If the junior high is deemed an inappropriate place, we will take students to the church southwest of the school at 310 East Center Street. All teachers and staff members will remain with students. Unless otherwise notified, we will release students only to responsible adults or appropriate family members.

KSL Radio AM1160 is our Emergency Broadcast System. They will announce when the school is closed due to inclement weather, etc.

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, nurse, or principal give children medication. An *Authorization for Student Medication* form (JHCD-P1) must be completed and signed by the parent and physician. The parent and doctor must update this form each year. Tylenol or over-the-counter medications may be given to a child only after verbal confirmation is received from a parent on the phone or by a signed note.

Money & Valuables

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

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

- Your child's name
- Your child's teacher's name
- What the money is intended for
- The amount of money enclosed

Valuables such as jewelry, radios, Walkmans, Game Boys, trading cards of all types, etc. should be kept at home. Students' desks and cubbies are not secure places. The school assumes no responsibility for damage or theft.

Nuisance and/or Dangerous Items

A teacher or other staff member will take any item in the possession of a child which causes a disturbance at school or is potentially dangerous. These items will generally be returned at the end of the day. However, in the case of dangerous items or repeated offenses, items will be returned only to a parent.

Permission to Leave School During School Hours/Check Out

At no time should students leave the school campus during school hours without a responsible adult, who has legal custody of the child, notifying the office and the teacher. We have a “closed campus” and will not excuse students to go home for lunch except on a special, day-by-day situation and only with a signed note or phone call from parents. **Parents who must check their students out during school hours must come into the office and sign them out. This may seem like an inconvenience, but it is required so we know at all times the location of our students. Please do not call and ask to have your child meet you by the flagpole or in front of the school. Only those whose names you have listed on your child’s registration card will be allowed to check out your child. Please call the office ahead of time to notify us if someone will be picking them up who is not on your card. Please inform the person not on the card that they will need a picture ID. Students will remain in the office area until an authorized adult checks them out in the office.**

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.

Phone Calls

Telephone use is limited to important calls as judged by members of the staff. Students will be allowed to use the phone for illness or other emergencies. **Calling home to get permission to go home with a friend is not considered an emergency.**

Playground and Hall Supervision

There are staff members assigned before and after school at the entrance of our building, on the playground, on the east side of the building and in the lunchroom. There is supervision on the playground during all recesses and during the lunch hour. There will be teachers on duty during school hours when students are on the playground. Playground rules are as follows:

- Use playground equipment properly (keep balls off roof and walls).
- 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 directions of playground supervisors and teachers.

PTA Officers 2008 – 2009

Executive Committee

President	Dawn Smith	794-3966
President Elect	Lu Olsen	798-2014
Vice President	Julie Gasser	
Secretary	Iralee Pace	794-2884
Treasurer	Laura Olsen	

The monthly meeting will be held on the first Thursday of every month at 3 PM in the school library.

Relatives and Friends from Out of Town

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

School Community Council

Park Elementary School has a School Community Council which represents parents, teachers, and staff members. The council meets monthly, discusses needs related to the school and works toward improving the educational experience for our students. Everyone on the committee is elected and serves a two-year term. The parents who have been elected to the School Community Council are Carillisa Bean, Valerie Davies, Jane Nelson, Ramona Samuels, and Lorraine Tanner.

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 not be kept after school any longer than five minutes without first notifying a parent or other responsible person.

Weather and Proper Dress

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses and the walk to and from school. In winter months, children should remember to bring shoes to change into from their snow boots. Students may not walk around in their stocking or bare feet. When students arrive at school they can either sit in the lunchroom and work on their homework or have breakfast, or they may play outside when the weather is favorable. If your child cannot participate in recess for health reasons, please send a note to their teacher each day they are to stay inside. Please send a note from your child's doctor if they need to stay in longer than three consecutive days.

CHIP (Utah's Children's Insurance Program)

For more information go to <http://www.health.utah.gov/chip> or call 1-877-KIDS-NOW

What is CHIP?

The Children's Health Insurance Program, or CHIP is a state health insurance plan for children.

Depending on income and family size, working Utah families who do not have other health insurance may qualify for CHIP.

*2008 Income Guidelines

Family Size	Maximum Gross Income Per Month	Maximum Gross Income Per Year
2	\$2,334	\$28,000
3	\$2,934	\$35,200
4	\$3,534	\$42,400
5	\$4,134	\$49,600
6	\$4,734	\$56,800
7	\$5,334	\$64,000

3. When can I apply?

Apply during open enrollment periods. CHIP is open until further notice.

4. How do I apply for CHIP?

During Open Enrollment, apply for CHIP online or print and mail an application.

5. Why does Utah need CHIP?

Children without health insurance often don't get regular health care. They may wait until an emergency occurs when they are sicker and treatment costs more. CHIP is a good call for kids.

7. What does CHIP cover?

- Well-child exams
- Immunizations
- Doctor visits
- Hospital and emergency care
- Prescriptions
- Hearing and eye exams
- Mental health services
- Dental care

8. Who operates CHIP?

CHIP is administered by the Utah Department of Health. CHIP currently contracts with PEHP and Molina Healthcare of Utah to provide health care services.

Park School Behavior Policy

We believe the behavior of students attending our school should reflect the standards of good citizenship required of members of a democratic society. Self-discipline, the responsibility for and willingness to accept the consequences of one's actions, is one of the important, ultimate goals of education and the mark of a mature person. Our behavior policy is designed to help create an enjoyable, safe place where students can come to learn and grow intellectually and socially.

The plan will be based on four factors: attendance, academic expectations, behavior in class, and behavior out of class.

Attendance: Students may miss any combination of absences and tardies in a single term adding up to ten and still earn the reward activity (examples: 2 absences and 8 tardies, 6 absences and 4 tardies, etc.) One week of perfect attendance (no absences or tardies) will take away 1 absence or tardy. According to the Utah State Board of Education Policy, R277-607, the following are allowable for excused absences: illness, medical/dental/orthodontic appointments, family emergencies, death of family member or close friend, family activity, or student travel.

Academic expectations: To be worked out by each grade level

Behavior in class: To be worked out by each grade level

Behavior outside of class: Students are expected to follow the school rules and procedures in the halls and playground.

Two tickets within a term will automatically disqualify a student from participation. Tickets cannot be made up!

Big activities in January and May, others each term by grade level

Tickets will be given for stealing, harassment, swearing, fighting, disrespect, vandalism, defiance or any other safe school violation (any activity or behavior that could potentially cause harm to others or the individual).

School Pledge:

Park School Panthers are in the race to make the world a better place!

Give me a P – Polite!

Give me an A – Attitude!

Give me an R – Respect!

Give me a K – Kindness!

P-A-R-K – Go Park Panthers!!!

All of our students have excellent behavior the vast majority of the time. Therefore, our main emphasis is to encourage positive student behavior through positive verbal reinforcement and positive school programs. Some of our positive programs to encourage good citizenship include:

1. Student of the Month
2. VIP's (in some classes)
3. Student Council
4. Character Education Programs
5. Individual Classroom Incentives

6. Praise Notes

Students are expected to know and do the following at Park School:

How to Make Good Choices

1. Think about the issue.
2. Decide on your choices.
3. Think of the consequences of each choice.
4. Make the best choice for all (listen to my feelings).

We will focus on this skill in August, September, December and March

How to Accept Responsibility for My Mistakes:

1. Ask yourself, "What did I do?"
2. What can I do to make it right?
3. What will I do next time?

We will focus on this skill during October, January, and April

How to Respectfully Resolve Differences:

1. Decide if you and the other person disagree.
2. Ask the person how she/he feels about the problem.
3. Listen.
4. Tell how you feel about the problem.
5. Discuss and work on the solution together.

We will focus on this skill in November, February and May

School Rules

I will show respect by:

1. Being kind to others.
2. Following adult instructions
3. Keeping my hands, feet, and objects to myself.
4. Taking care of my property and the property of others.
5. Doing my best!

Non-Classroom Rules

Assemblies

1. Carry chairs safely.
2. Follow hall procedures.
3. Follow leader's instructions.
4. Keep hands and feet to yourself.
5. Show appropriate appreciation.

Hall

1. Respect others and property by keeping hands and feet to self.
2. Walk and talk quietly.

Lunchroom

1. Enter the lunchroom in an orderly manner (walk).
2. Be seated with their classroom unless otherwise directed.
3. Use appropriate voices and manners.
4. Stay seated until you are finished eating.
5. Clean the eating area when leaving.
6. Leave food or drinks in the lunchroom.

Playground

1. Follow the directions of the playground supervisors.
2. Stay in supervised areas.
3. Let anyone play.

Restroom

1. Use quiet voices
2. Respect other's privacy
3. Go/Flush/Wash
4. Put paper towels in trash

Classroom Rules

Individual teachers establish their classroom rules.

Consequences for Following Rules

The greatest consequence for following rules is the great feeling inside that comes when you have done something right or good. Students also receive "Praise Notes." These notes are completed by the teacher and one part of them is sent home to parents with their child. The other part of the note is kept and used in drawings for rewards in each classroom.

Consequences for Not Following the Rules

Periodically, some students choose not to follow our school rules and procedures. These students will receive verbal reminders and/or warnings, receive tickets, lose valued time and privileges, receive in-class or in-school suspension, and/or participate in student/parent/principal conference or Skill Building. For severe or repeated infractions, the principal may work with the parents to coordinate an out-of-school suspension for a period of time.

Less Serious Violations

Parents will **not** be notified of the following behaviors unless the student persists in doing them, however, an appropriate, immediate consequence will be assigned to reinforce obedience to the rules:

- 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, jumping out of swings, climbing fence, etc.
- Inappropriate behavior on bad weather days
- Loitering in the halls or restrooms during recess or class time

Ticket System and Skill Building

Tickets will be given if a student violates one of the school rules. There will be periodic rewards for students who have not received more than one ticket in a term. Good citizenship activities may include assemblies, outdoor activities, end of year activities, etc.

First Ticket: This is a warning and will not keep a student from attending the citizenship activity, and the next step will be reviewed.

Second Ticket: The student will visit with the counselor or principal but **will** miss the activity, and the next step will be reviewed.

Third Ticket: Parents may be contacted and asked to sign their student into the Skill Building program. This program helps students develop behavioral skills and set goals for improved behavior. After their time in Skill Building (usually 1-3 days), their behavior will be monitored on a daily basis. The student will miss the activity, and the next step will be reviewed.

Four or more tickets in a term are considered excessive and could result in a behavior intervention plan or suspension.

Serious Violations of School Policies

Teachers must be able to teach, and students must be able to learn. Parents will be notified and students may be temporarily suspended from school and/or activities for violating the following policies:

- **Safe Schools Violations** – arson, burglary, stealing, battery (fighting or assaulting another student), criminal mischief, intimidation, verbal abuse (swearing, or inappropriate language or gestures), illegal activities, leaving school grounds without permission and possessing weapons or facsimiles of weapons.

- **Violation of the Drug and Alcohol/Tobacco Policy** -

- **Sexual Harassment Violations**

Forms of sexual harassment include, but are not limited to, the following:

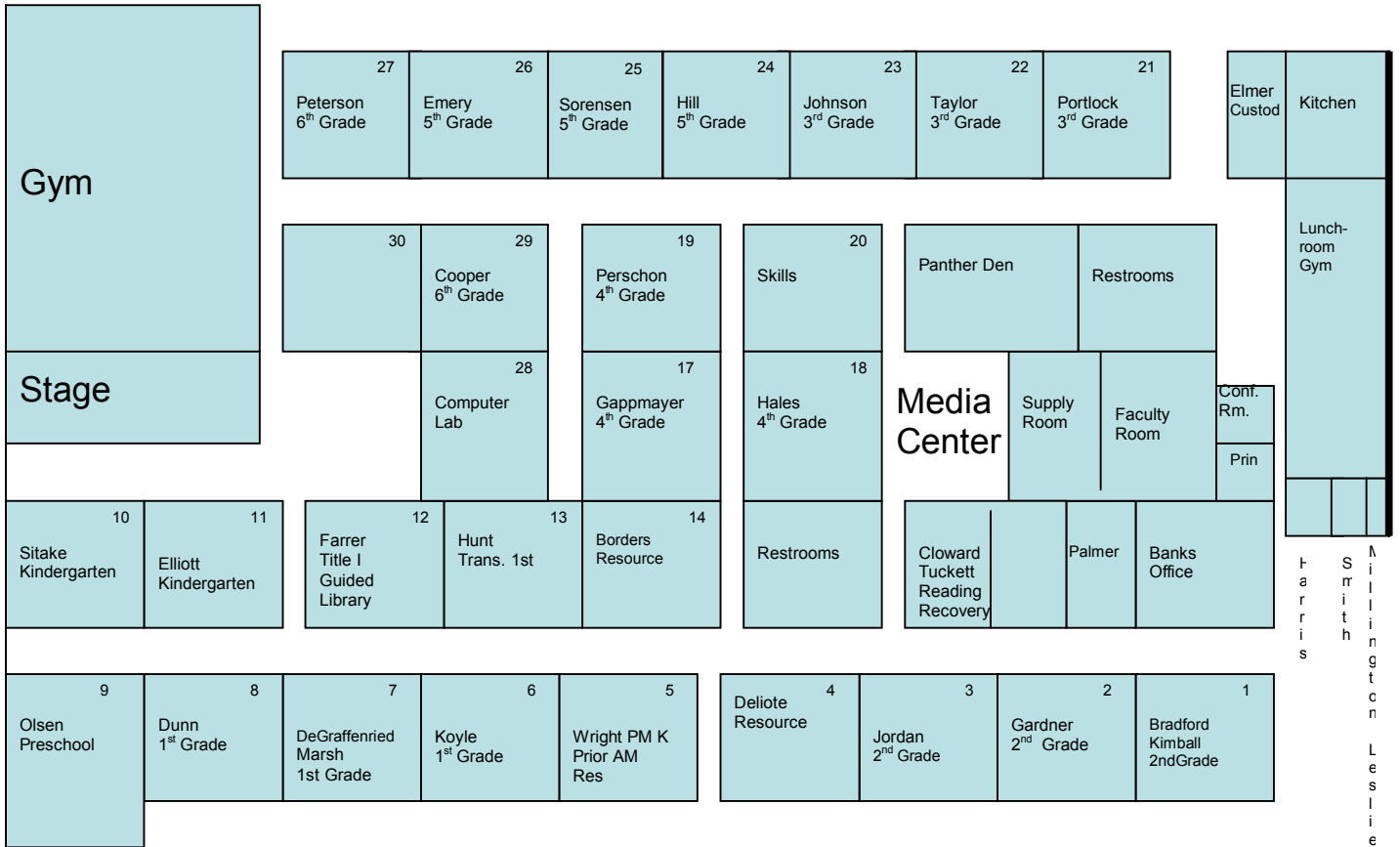
- a. verbal harassment, such as graphic or suggestive comments, pressure for sexual activity, sexually degrading words, vulgar statements, howling, spreading rumors of a sexual nature, catcalls, jokes, or slurs;
- b. physical harassment, such as touching, pinching, mooning, streaking, hugging, groping, or purposefully impeding or blocking movement and;
- c. visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or inappropriate physical gestures.

Parents will be notified by phone when their child's misbehavior is of a serious nature. If necessary, a meeting will be set up with the parents, the student, the teacher and/or the principal to discuss appropriate measures to help students improve their behavior. Suggestions may include, but are not limited to, counseling, Skill Building, loss of school privileges, parent conferences or parent attendance at school, transfer to an alternative class or placement, or out of school suspension and home counseling. Actions determined to be criminal will be reported to the Pupil Services Department and/or law enforcement authorities.

All students are entitled to appropriate due process in all matters of school discipline, and students will not be questioned by law enforcement officers without the permission of a parent.

Our main goal is to teach students proper respect for authority and property, to foster good citizenship, and to promote high personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others.

Park School Map 2008 - 2009



Park School Student Pickup and Drop-off Procedures 2008 - 2009 School Year

To help with morning safety issues, **please do not have your child arrive at school any earlier than 8:00 AM** since there is no teacher on duty at this time. Nebo School District guidelines require that schools be opened to children thirty minutes before school begins and thirty minutes after school. When students arrive at 8:00 to 8:15, they are asked to go directly to the lunchroom or play on the playground if the weather is appropriate and not to their classrooms so teachers have adequate time for morning preparation. Students are allowed to go to their classrooms at 8:15.

Park School has no bus students. All students walk or are transported by parents. Therefore:

- **It is recommended that students walk to school as often as possible.** This will decrease congestion around the school at starting and ending times.
- **It is recommended that students follow the safe walking route plan** as indicated on the map.
- **It is recommended that all students walk to and from school in groups.**
- **It is recommended that all parents walk the safest route with their children before school begins.** Please help them understand the importance of using the crosswalks and to cross the major roads at the **intersections designated with a crossing guard. These intersections are 300 South and 600 East and 600 East Center Street.**

The following “safe walking routes” to and from school are recommended:

- **Students on the south side of Center Street** should use the crosswalk on 600 East and Center Street where Spanish Fork City Police provide a crossing guard.
- **Students on the west side of 600 East** should walk on major sidewalks toward Park School and cross carefully on 600 East and 100 North in front of the school.
- **Students on the east side 700 East** should walk on major sidewalks toward Park School and cross carefully on 700 East and 100 North in back of the school.
- **Students on the north side of 100 North** should walk on major crosswalks toward Park School and cross carefully on 100 North at either 600 East or 700 East.

If you pick up or drop off your student for school, please do the following:

- Please pull forward to the end of the drop off/pick up area east of the building on 700 East before letting your student out of your vehicle. Before school we will unlock two doors on the east side of the building to give your children easier access to the building (the door on the northeast corner of the building and the door just south of that door (the door between the gym and kindergarten rooms). These doors will be locked once school begins.
- You may also drop off your students on the north side of the building on 100 North. We will open the doors on the north side of the building in the morning. These doors will also be locked after the start of school. Staff members park their cars on the north side of the building so you will not be blocking anyone in who is trying to leave.
- Please do NOT park across the street from the school because this requires children to cross the road. If you have no other option, make certain they have been told to use the crosswalks properly (no jaywalking). Please do NOT block the crosswalks with your vehicle.
- Parents should have a designated place for their students to meet them each day (in front of the building or behind the building).

Students should always use sidewalks and cross at intersections. Students should cross at intersections in the shape of an "L" and never go across an intersection in the shape of an "X."

