

# **FOOTHILL ELEMENTARY**

Exploring the Possibilities – In  
Building a Community of Learners

2013 – 2014 Handbook  
For  
Students & Parents



**Home of the Explorers**

**Explore. Dream.  
Discover. Imagine.**

**Foothill Elementary**

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## **DAILY SCHEDULE**

### **Monday (early out):**

Grades 1-6	9:05-2:30
Morning Kindergarten	9:05-11:50
Afternoon Kindergarten	12:35-2:30

### **Tuesday-Friday:**

Grades 1-6	9:05-3:30
Morning Kindergarten	9:05-11:50
Afternoon Kindergarten	12:35-3:30

## **Lunch Schedule**

11:15	5 <sup>th</sup> grade	11:55	return
11:20	6 <sup>th</sup> grade	12:00	return
11:35	4 <sup>th</sup> grade	12:15	return
11:45	2 <sup>nd</sup> grade	12:25	return
11:55	3 <sup>rd</sup> grade	12:35	return
12:00	1 <sup>st</sup> grade	12:40	return

## **ACCIDENTS**

Whenever an accident occurs, the school will contact the parents or call for assistance from the emergency numbers listed on the Health Information Sheet. In an extreme emergency the school will take whatever actions are necessary to help the child, including hospitalization. Injured children will only be released to a parent or other designated adult.

It is extremely important we have **current emergency numbers**. Please keep us informed.

## **ARRIVAL TIME FOR SCHOOL**

Please do not send students to school earlier than 8:50. Supervision will be provided 15 minutes before school. Students should go directly to the playground where supervision is provided and line up at 9:00 when the bell rings.

## **ATTENDANCE**

Regular attendance is critical to the educational growth of children. Please have your child at school (on time) unless he/she is ill. Please send a note excusing your child when he/she is absent. **PARENTS/ GUARDIANS WILL HAVE 1 WEEK TO EXCUSE AN ABSENCE**. Teachers will make contact with parents if an absence is longer than two days.



## **BICYCLES/ SCOOTERS/SKATEBOARDS & ROLLERBLADES**

Bike racks are located on the Northeast side of the building. Bikes and other equipment should be placed in the racks and locked. The school cannot be responsible for theft. To prevent injury, students should walk bikes and scooters as soon as they are on school grounds. Skateboards, rollerblades and shoes with wheels are not allowed.

## **CHECKING-OUT STUDENTS FROM SCHOOL**

Parents must come to the office to check students out of school. We ask you to do the following:

- (1) Come to the office and sign the checkout log
- (2) The secretary will call the classroom and have the child sent to the office.
- (3) Children cannot be released during the day without a designated adult coming for them.

When a student comes late to school, please have them stop by the office to pick up a late slip.

In compliance with board policy and for the safety of our students, students may not leave the school grounds during school hours unless they are checked-out by a parent.



## **CONCERNS**

Periodically a concern arises surrounding your child. We ask that you abide by the following procedure:

1. Contact your child's teacher. Listen to both sides of the issue before drawing conclusions.
2. If the problem is not resolved contact the administration. They will help to mediate the problem.
3. We may refer you to the district administration if a solution cannot be found.

## **DISCIPLINE**

Each teacher has established a discipline plan including positive reinforcement and consequences.

Should a child be referred to the administration, the following will occur:

**First offense:** simple reprimand and discussion.

**Second offense:** phone call to parents

**Third offense:** think time in the buddy classroom and phone call home to parents

**Fourth offense:** in school suspension or loss of privilege.

**Fifth offense:** out of school suspension. In extreme cases, steps one through four may be eliminated.

## **DONATIONS**

We welcome and appreciate donations made to either the classroom or to the school. The Alpine Foundation is a charitable 501 © (3) organization. All donations are tax deductible. Please make checks to the Alpine School District Foundation, 575 North 100 East, American Fork, Utah 84003.

We have forms in the office for you to specify how you would like your donation to be used.

## **DRESS CODE**

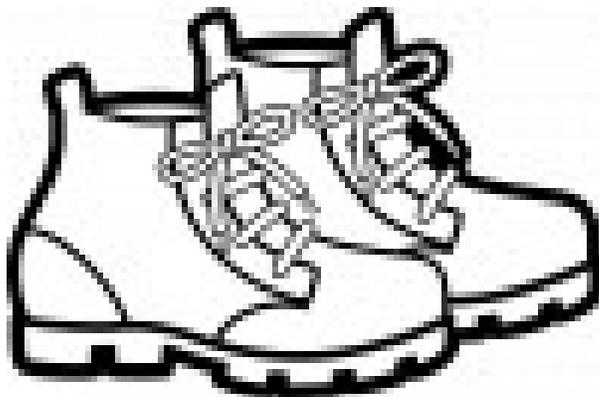
Students should wear clothing that is clean, neat, demonstrates self-respect, and respect for the learning environment. Extremes in appearance attract improper attention and interfere with the learning environment.

Avoid clothing that shows underwear, advertises vices, violence, offensive language or designs, or unduly calls attention to body parts (such as showing midriffs).

Shirts and tops should cover the shoulder and underarm. Shorts are to be near the knee. Hats are not to be worn in the building by girls or boys, unless it is hat day.

Hair should be clean and well groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable.

All students are required to wear appropriate footwear. Shoes should not mark or damage floors. Flip-flops are not allowed for safety reasons.



Administration has the right and responsibility to make final decisions about dress code issues.

## **EMERGENCY PROCEDURES**

In the event of a natural disaster, students will remain at Foothill Elementary. We will only release your child/children to a parent or to a person who is listed on your Emergency Health Form. Please keep these forms updated. In the event of a school “lock down” students WILL NOT be checked out of school until it is deemed safe to do so.

## **FIELD TRIPS**

Periodically classes will go on field trips. We have limited school funds for this purpose. Your child’s teacher will send information home regarding each field trip and if needed a requested donation to be used to finance the trip. Special dress or grooming may be required for some field trips. Sometimes parents are invited to help supervise during the activities. We appreciate this help. Preschool children cannot accompany their parents.

## **FOOTHILL FOUR**

Students are expected to follow the Foothill Four (Courage, Courtesy, Responsibility, & Respect):

1. We show respect by greeting people pleasantly, holding the door open for others, saying please and thank you, and treating everyone with kindness.
2. We show respect by being honest with our own best work, completing all assignments, and taking responsibility for our actions.
3. We show respect by accepting the opinions and ideas of everyone, not bragging when we win, and not showing anger when we lose.
4. We show respect by behaving politely and quietly during assemblies, leaving the cafeteria, media center, and school grounds cleaner than we found them, and following all rules everywhere in the school.

## **LOST AND FOUND**

The lost and found bins are located at the south end of the building by the lunchroom. Please label all clothing and personal items before sending them to school. Twice yearly, at Christmas and at the end of the year, we donate all lost and found items to charity.

## **MEDIA CENTER**

Classes are assigned a "Library Day" during the week to check out materials and receive instruction. Students may check out two books at a time. Students can return books to the media center during the week at times when Mrs. Hebert is not busy with other students (teachers will know when these times are available). We ask that students not use it as an alternative activity to recess.

## **MEDICATION**

School personnel CANNOT dispense medication without a "Medication Administration Form" on file. An adult should bring medication to the school. At the end of the year it must be collect by an adult. The form is available in the office.

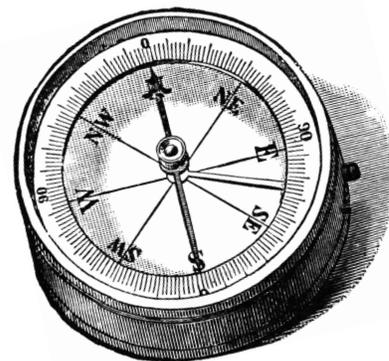
## **PLAYGROUND RULES**

### PLAY PIT

- No jumping out of the swings, no twisting, no swinging on the stomach
- No playing tag - only on the field or black top
- No throwing rubber
- No climbing up the slide - only sliding down
- No climbing on top of the bars

### FIELD

- No tackling
- No wrestling
- No climbing, hanging, or banging on any fence
- No back handsprings or flips
- No throwing balls, etc. into neighbor's yards



### BLACK TOP

- No throwing ball against the building by the windows - only on the north side by the Kindergarten playground
- No playing in the Giant Step playground area by the Play Pit
- No going beyond baseball diamonds (north of the field) or kindergarten fence (east of the field)
- No sliding on the ice during the winter

No snowballs anywhere during the winter months

## **PLAYING OUTSIDE**

Students should come prepared for the weather so they can safely and comfortably enjoy the out-of-doors. All students are expected to go outdoors for recess.

## **PTA**

PTA gives the opportunity for parents to be involved in their children's school. The Foothill PTA increases the quality of education by providing and sponsoring various programs and services such as Book Fair, Fall Festival, Knowledge Bowl, Room Parents, Reflections, Art program, Music Program, Red Ribbon Week, Staff Appreciation, PT Conference Dinners and many others.

**PTA BOARD**

President: Kelli Brown  
President Elect:  
Legislative VP: Jill Clark  
Teacher VP: Julie Gurr  
Administrative VP: Dr. Joseph Backman  
Secretary: Amy Hulme  
Treasurer: Cheryl Lynn Nielsen

**SAFE SCHOOL POLICY**

It is Alpine School District’s and Foothill Elementary School’s policy to maintain a safe physical and emotional environment by prohibiting acts of violence, aggression, intimidation, possession of weapons or facsimiles, criminal behavior, fire or fireworks, or gang activity on school property.

If your student communicates to you any act that would indicate violations of the above acts, please call the school administration.

**SAFETY CONCERNS**

Please talk to your children about the importance of being careful when walking or riding their bikes to and from school. Teach them to use sidewalks and crosswalks.

When dropping off or picking up your children, please use the crosswalk when crossing the parking lot. Children learn safety by example.



**SCHOOL COMMUNITY COUNCIL**

The Foothill School Community Council is made up of members of the community. The School Community Council members serve as liaisons between the school and the parents. Our mission is to address the welfare of the children of our school. The council meets regularly. A brief report will be shared in our annual Stakeholder Report.

**SPECIAL EDUCATION**

Alpine School District Department of Special Education is attempting to contact all persons with disabilities between the ages of three and twenty-one in compliance with the Federal Law, which mandates the provision of free educational programs for such persons.

If you know of any student whom you feel might qualify for these services, please contact the administration of your school or the Special Education Office of the Alpine School District (610-8410 or 610-8545).

**504 POLICY**

A person is disabled within the definition of Section 504/ADA if he or she has a mental or physical impairment which substantially limits one or more of such person’s major life activities. The administration should be contacted with any concerns.

## **STUDENT HEALTH INSURANCE**

The Board of Education requires all students to purchase school insurance unless they are covered by their parent's policy. If you have your own insurance, you must sign the insurance waiver on the Emergency Health Form. An application for insurance will be sent home the first day of school. If your child were to be injured while at school, this insurance helps to defray your medical costs.

Children's Health Insurance Program (CHIP) offers medical insurance to uninsured children. This program will assist with medical, dental and preventative needs. To learn more about CHIP call 1-888-222-2542.

## **SCHOOL LUNCH**

If your child has **food allergies** and requires a special diet from the lunchroom, a doctor must provide a note explaining the special needs.

Free and reduced lunch applications, and lunch pricing are available at <http://alpineschools.org/departments/nutrition-services-lunch>

### **Lunch money should be paid before school, not during lunchtime.**

Elementary students may charge up to \$6.00 to their meal account and receive a full meal. Elementary students with charges over \$6.00 will be offered a deficit Breakfast for a charge of 40 cents and a deficit Lunch for 75 cents. Elementary students with charges over \$9.00 will not be served and a parent will be contacted prior to meal service.

## **TELEPHONE**

Students may use the telephones when they are ill or the teacher feels communication is necessary. All students should arrange after school play prior to coming to school. Students should know after school arrangements before leaving home in the morning.

Teachers should not be interrupted by phone calls during teaching time. Please contact teachers between 8:30 and 8:50 or from 3:30-3:45.

## **VISITORS**

Foothill welcomes parent and community visitors who are interested in contributing to the education of our students. Please remember that all visitors must check in at the office and sign the VISITOR LOG. Each person will be given a temporary badge or a more permanent one if they are a frequent visitor.

### ***NON-ENROLLED CHILDREN ARE NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS.***

## **VOLUNTEERS**

Foothill welcomes volunteers in the classrooms to work with students. Please talk with your child's teacher. If you are interested in working with students, school-wide in reading, please visit with Dr. Thomas. The more regular you can make your hours the more meaningful it becomes for students.

Foothill PTA logs all volunteer hours. When you give of your time in the classroom, in the school, or at home, please report the hours in the "volunteer log" in the classrooms or in the office.