

# Middle Canyon Elementary

751 E 1000 N  
Tooele, UT 84074  
435-833-1906

## Student / Parent Handbook

2018-2019

### Parent / Guardian Signature Page

Parents / Guardians,

Please sign this page and have your student(s) return this page to the office. I, the Parent / Guardian of

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student/students

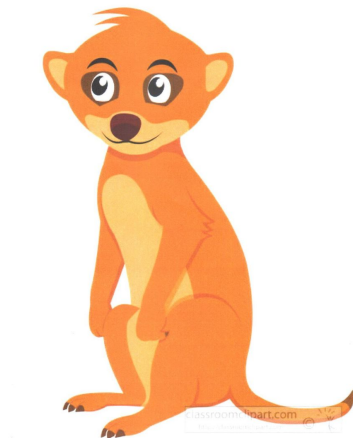
have read and understand the policies and procedures stated in this Middle Canyon Elementary Handbook.

Parent's / Guardian's signature acknowledges acceptance of the School wide Disclosure Statement.

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Parent's/ Guardian's Signature

Date



**Meerkats Choose to**

**Be...**

**Accountable**

**Respectful**

**Kind**

**B.A.R.K.**

# Middle Canyon Elementary

## Message From the Staff



The faculty and staff of Middle Canyon Elementary School, welcomes you and your family. We will do our best to offer your child the best possible education, and will strive to make education interesting and stimulating. We ask for your support and we ask that you will be an active participant in your child's education. This handbook has been carefully prepared and presented in order that students and parents may know and understand the policies and practices of Middle Canyon Elementary School.

## Arrival to School

School begins promptly at 9:00 a.m. **Children are not to arrive early unless eating breakfast.** Students will be asked to remain in the Gym or on the playground until 8:55 a.m. Breakfast will be served at 8:30 a.m.

Students are not supervised on school property prior to 8:30 in the morning. Please carpool or arrange child care so children will not be dropped off or arrive before 8:30 a.m.

## Tardy Policy

Students are expected to be in their seats, ready to work, when the tardy bell sounds at 9:00 a.m.. The first few minutes set the tone and are vital for a child's success for the rest of the day. **Students who are tardy miss introductory instructions.**

## Attendance

If your child is going to be absent or late for school, parents are requested to call (833-1906) between 8:30 a.m. and 10:30 a.m. If your child does not arrive at school, we want to be sure he/she is safe.

The value of daily attendance at school cannot be overstated in a student's overall educational experience. Frequent absences can seriously disrupt the learning process. The benefits of teacher instruction lost during absences cannot be fully regained. We urge you to encourage 100% attendance. All excused absences must be verified by a telephone call or a note sent by parents to the office.

Following an absence, please send a dated note explaining the cause of the absence: otherwise the absence will be unexcused.

## Dismissal From School



All students will exit at the North end of the building with their class and teacher. Please make every effort to pick students up or encourage them to walk home immediately after school as there is no supervision on school property. Please discuss with your student what they learned each day.

# Middle Canyon Elementary

## Check in / Check out

All student check-in and check-out happens at the main office. Be prepared with your photo ID! Do NOT go to the classroom without permission, we will call your students down to the office to meet you..

## Visitors/Volunteers

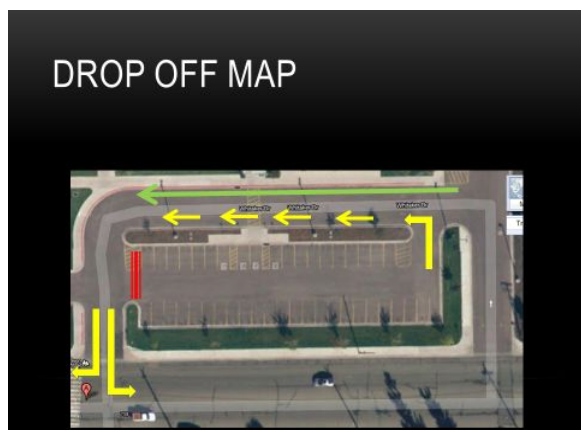
To insure a smooth running school, anyone entering the building **for any reason** must report to the office and sign in. They **must** provide a picture ID and obtain a Visitor/Volunteer badge if they are going to a classroom. Please pre-arrange with the teacher when planning a visit to the classroom.

If you would like to volunteer, please contact the office or PTA for details.

## Parking Lot / Pick up / Drop off

Please note the following rules for picking up or dropping off students at Middle Canyon Elementary. It is vital that we maintain safety standards to protect our students.

1. Do not park in the left lane of the parent drop off lane. Do not drop students off on the left curb.
2. To keep everyone safe, and bumpers unscratched, please remember:
  - **Go slow, pay attention!**
  - Students exit cars on the right only.
  - Stay in line. (Please don't cut.)
  - Pull all the way forward.
  - Be quick.
  - Take turns entering.
3. If you need extra time, or your student can only exit the vehicle on the left, please park in the parking lot and walk them to the crosswalk.
4. There's a lot happening out there, so go slow, be safe, be patient, and protect our kids and each other!



# Middle Canyon Elementary

## Walking Plan

Students who live East and North of the school will walk West on Sidewalk to school grounds. Students who live East and South of 1000 N. will travel West on sidewalk and cross 1000 N. at crossing guard. Students who live West of the school and North of 1000 N., walk on North side of 1000 N. and enter school grounds. Students who live West of school and South of 1000 N., will walk on sidewalk and cross 1000 N. at crossing guard. Students who are behind the school to the North, can use the walking path.

## Parent – Teacher Conference

The State mandates that the parents and child meet with their teacher to conduct a Parent – Teacher Conference. The conferences are held at scheduled times to review progress. Parents are encouraged to contact the teacher for a conference any time they feel their child's progress needs attention. Report cards will be issued at the end of each term.



We make every effort to schedule your Parent – Teacher conference time to accommodate your work schedule. Please notify, ahead of time, the office or your child's teacher if you are unable to attend your conference and need to reschedule. Please arrive on time and keep in mind that other parents are scheduled after you.

Parents are encouraged to attend conferences. Your attendance will send a message to you children and their teacher that you are concerned about their education.

Parent Teacher Conferences for the 2018-19 school year are:

Sept. 19th & 20th 4:00 - 8:00 p.m.

\*No Kindergarten Sept. 21

Feb. 20th & 21st 4:00 - 8:00 p.m.

\*No Kindergarten Feb. 22

## Picture Day

School pictures will be taken in the fall and spring. Advanced information will be sent home listing the prices and packages available. Preschoolers may participate in picture day.

Fall Pictures: October 9, 2018

Retakes: November 15, 2018

Spring Pictures: DBT

## Behavior Expectations

Each classroom teacher is committed to quality education for all students. They set well-defined classroom rules that promote a safe, nurturing classroom environment that is conducive to learning. In order to create such an environment, encouragement, coaching, and reinforcement of appropriate behaviors help students follow classroom rules.

# Middle Canyon Elementary

## Positive Reinforcement

We are a PBIS (Positive Behavior Interventions and Supports) school. Our expectations are the Meerkat **B.A.R.K**; **Be** Accountable, **R**espectful, and **K**ind. Teachers reinforce appropriate behaviors daily by handing out B.A.R.K. cards to students. The B.A.R.K. cards are placed in a weekly drawing for a chance to win a prize in the Principal's 200 club. Look in the foyer for the names of students on the board.

\*Each classroom also has a reward and consequence system. Please refer to your teacher's disclosure statement for more information.

## Change of Address Notification

Change of residence, telephone number (home, work, cell phone), and emergency notification phone numbers need to be made on your student's enrollment card.

**We respect your privacy and this information is kept confidential**, but it is essential that current information be maintained in the event of an emergency and to enable your child's teacher and school administration to contact you if necessary.

## Phone Use Policy

Children with a legitimate reason may use the telephone with a note from their teacher. After school friend arrangements should be made at home. If students bring a cell phone to school, they are to be put away during class times (concealed). If a teacher has to take a student's phone away, it will be sent to the office for parent pickup.

## Breakfast / Lunch

Breakfast	Student	\$1.35
	Adult	\$2.05
Lunch	Student	\$2.00
	Adult	\$3.55

Our cafeteria serves nutritious breakfast and lunches daily, and we encourage all students to purchase their lunches in the cafeteria. However, students who prefer may bring cold lunches from home.

Meals may be paid for on a weekly, monthly, yearly or daily basis and **should be paid before school in the morning. Meals should be paid for in advance.** Applications for free and reduced lunches are given to each student at the beginning of the school year or at registration. If you are interested in applying, the completed form should be returned as soon as possible. A new form must be filled out each year.

# Middle Canyon Elementary



## Dress Code

Student dress often affects student behavior and classroom work. Therefore, it is required for all students to dress in a neat, appropriate manner that reflects pride in themselves and their school. Styles that are extreme or excessive as to disrupt the educational process are not allowed. The following items of clothing are not permitted to be worn at Middle Canyon Elementary:

1. Clothing that is immodest, mutilated, cut off, frayed is not allowed.
  - a. Shirts should have a sleeve or cap sleeve. No tank tops.
  - b. Shirts may not be low cut or see-through or expose the midriff skin when arms are raised.
  - c. Mini-skirts or short length should be at knee length unless leggings are worn. Leggings may not be see through.
  - d. Underwear must not be visible above the top of pants. Pants this loose must be worn with a belt. Simply covering the pants with a shirt is not acceptable.
2. Hats may not be worn inside the school except during approved activities.
3. Clothing that contains words or pictures that refer to drugs, alcohol, tobacco, violence, discrimination, sexual activity or any illegal activities such as gang related attire are not allowed.
4. Shoes need to be appropriate walking and/or running shoes. Rolling shoes are not allowed in the school or on the school grounds. Sandals are acceptable if they provide good coverage and protection to the foot. Please consider the P.E. and recess activities of your student when selecting footwear.

We hope that all students will dress in ways that increase pride in themselves and their school. Violations of the dress code are generally rare. We respect and make accommodations for any modifications of this dress code that may be needed due to individual health needs or religious beliefs. Please contact the principal for assistance with these modifications.

## First Aid



**Immunizations:** It is a Utah State law that without proper immunization records, a student will not be allowed to attend public school. Students who do not have the required immunization records on file will be excluded from school.

School staff will provide first aid for illness or injuries that may occur while a student is at school. Parents will be notified when the situation warrants further action.

The school staff is not allowed to dispense medication, even aspirin, without the written consent from the child's physician, and/or the city/county Health Department. Forms for this purpose are available in the school and must be completed and returned before we will administer any medication. All medication containers must have complete information attached: name of the student, name of contents, dosage and instructions.

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**Note:** The school will not dispense any over the counter drugs such as Pepto Bismol or cough drops, Tylenol, or Ibuprofen. School personnel will give emergency aid as needed for students who become ill or injured during the course of the day.

## School Books

Please notify your teacher regarding the loss of textbooks, media books, workbooks, or other such items belonging to our school. There is a replacement fee that can be refunded if the lost book is found in good condition.

## Personal Belongings

Personal items belonging to students should be marked showing the name of the child. Lunch boxes, coats, pencil boxes, hats, bags, etc. are often misplaced or mistaken by another student. Rapid identification would prevent this and reduce loss.

## Toys

Students are not permitted to bring electronic items to school such as iPods, mp3 players, and video games. These are very distracting and create problems between students over ownership, breakage, and loss.

Students are allowed to bring balls (not hard balls or bats) and other similar items, properly labeled with the student's name. Teachers and the school cannot assume responsibility for personal equipment. Teachers will continue to invite students to bring items for "show and tell" and will give direction concerning these. Students must have the teacher's permission to bring a pet to school, and parents will be responsible for getting it to school and home again.

## Bikes/Scooters

Students who ride bikes to school are to park them in the bike racks. The school cannot be responsible for loss or damage to the bikes/scooters. Bikes/Scooters/Skateboards are to be **walked** while on school grounds.

## Lost and Found

In order that lost articles may be returned to the rightful owner, write your name on all of your personal belongings. A lost and found is maintained in the school office as a service for students who have misplaced things at school.

If you find any item of value, please turn it in at the office so that its proper owner may relocate it. Items not claimed within a reasonable period of time will be donated to a charitable organization.

## Guest (substitute) Teachers:

It is very important that guest teachers be afforded the utmost respect by students. Students should behave in a manner as to not disrupt the teaching/learning in his or her classroom. If a student becomes disruptive, to the point of being referred to the administrator's office by a guest teacher, he/she may be placed in another teacher's classroom.

# Middle Canyon Elementary

## Disaster Preparedness

Each teacher has posted an emergency evacuation plan. Students will be instructed on the basic rules for evacuation of the building in an emergency. Drills will be held at irregular intervals during the year to practice evacuation. Our reunification location is **Copper Canyon Elementary**, 1600 N. Broadway and Droubay Ward LDS Ward Building, 691 E. Cedarview. Parents must present ID in order to pick children up at reunification site.

## Fighting

Fighting is not tolerated at Middle Canyon Elementary. Before any action is enforced on any student(s), an investigation will take place. When warranted, the student(s) may be suspended for a period of time. When a student has been suspended, a conference among the student, the student's parents or guardians, and the school administration must take place before the student(s) will be allowed to return to school.

## Gum

Students are not allowed to chew gum at any location on the school grounds.

## Profanity

Inappropriate or filthy language will not be tolerated! Students will be required to contact parents or guardians by telephone should this occur. Students engaged in vulgar speech, whether spoken, written or gestured are subject to discipline.

## Bullying

Bullying will not be tolerated. All incidents should be reported 1<sup>st</sup> to the teacher, then to the Administrator. This year we will be implementing a new program *Bully Prevention In Positive Behavior Support*. They are taught to **STOP, WALK, AND TALK**. Ask your child about it.

Also, to report any crisis, students can utilize SafeUT CRISIS LINE at 1-800-273-8255 or download the app on your app store..



## Restricted Information

Student information is protected by the Utah Student Data privacy act. However, student information, including directory information, address, phone number, student photos, etc. may be shared with institutions such as a yearbook company for purposes of appearing in a year book, the local newspaper to appear on the honor roll and in news stories, and on school/district web pages.



# Middle Canyon Elementary

## **Social Media**

Middle Canyon Elementary highlights events and school activities on our Facebook pages;

Middle Canyon Elementary

Middle Canyon DLI

Middle Canyon Elementary PTA

## **District Policies and forms**

The following policies are available on the school website: Go to [www.tooelesd.org](http://www.tooelesd.org), choose schools, Middle Canyon Elementary, and then select "School Handbooks" on a tab at the top, our school rules and District Policy are available.

Absence Policy

Bus Rules

Bullying Policy

Cell phone Policy

Fee Waiver Application

No Elementary Fees Policy

Free and Reduced Lunch

Grading and Homework Policy

Safe Schools

TCSD Lice Policy

FERPA

Disabilities Act

Tobacco-free

**TCSD is committed to providing educational opportunities to students without regard to race, color, sex, national origin or disability. If you have questions, please contact the Title IX Coordinator @ (435)833-1900.**

# Middle Canyon Elementary

## Letter from the Principal

I am excited to start another year here at Middle Canyon. We have a great staff that is prepared to teach your children. We are building a great culture and there is nothing that we want more than to have our school be a safe and encouraging environment for your students to come and learn academically and socially.

Our Mission is: Ensure that all students are given the opportunity to achieve academic success.

Our goal is give our students a desire to toward being lifelong learners.

Our vision is to create a collaborative culture and environment where teachers are analyzing multiple sources of data in order to inform our instruction, adjust our interventions, and strive for the success of our students.

We cannot do this without the help of everyone, parents/guardians, families, neighbors, and the community. It takes all of us working together. Will you partner with us in educating the students of Middle Canyon Elementary? We appreciate all of your support.

Thank you for trusting us with your most precious possession, your children.

Jerri Sagers, Principal

435-833-1906