

Middle Canyon Elementary

751 E 1000 N
Tooele, UT 84074

Student / Parent Handbook

2019-2020

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

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.

Parent's/Guardian's Signature

Date



Meerkats Choose to

Be...

Accountable

Respectful

Kind

B.A.R.K.

Middle Canyon Elementary

Middle Canyon Elementary

August 1, 2019

Welcome to Middle Canyon Elementary! I am excited to join Middle Canyon as the new principal for the 2019-20 school year. I bring 24 years of experience in education as a teacher, counselor and administrator.

We have an amazing staff dedicated to helping your child learn and succeed. Our goal is to provide a safe and positive learning environment with high expectations. Per our mission statement we strive to:

Ensure that all students are given the opportunity to achieve academic success.

Our school provides a solid foundation for your child and is a great place to begin that journey. Parents are a major factor in student success and we welcome continued communication with your child's teacher and the school. This connection is key to your child's current and future school success. Regular attendance is also crucial to your child's academic achievement.

I look forward to meeting you and being a part of this partnership to benefit your child's success!

Sincerely,

DONNA GOSS

Donna Goss
Principal
Middle Canyon Elementary
dgoss@tooeleschools.org
(435) 833-1906

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. We 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.

Arrival to School

School begins promptly at 8:50 a.m. Teachers arrive at 8:30 a.m. Please make arrangements for students to arrive at school between 8:30 and 8:45.

Students eating breakfast may enter the lunchroom at 8:20 a.m. and be to class by 8:45 a.m.

Students will remain in the lunchroom or on the playground until 1st bell rings.

Tardy Policy

Students are expected to be in their seats, ready to work, when the tardy bell sounds at 8:50 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.

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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

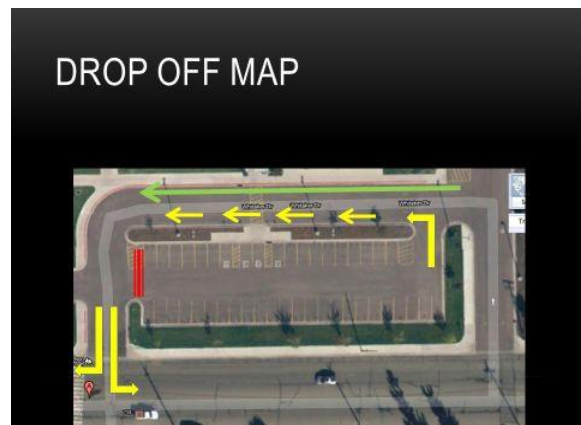
To insure a smooth running school, anyone entering the building for any reason must report to the office and sign in. They must provide a picture ID and obtain a Visitor/Volunteer badge if they are going to a classroom. Please pre-arrange with the teacher when planning a visit to the classroom.

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

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!



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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 2019-20 school year are:

Oct. 2nd & 3rd: 4:00 – 8:00 p.m.
*No Kindergarten Oct. 4th

Feb. 19th & 20th: 4:00 – 8:00 p.m.
*No Kindergarten Feb. 21st

Back to School Night

Monday, August 19th: 5:00-7:00 p.m.

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.

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.

*If you have a concern about another student, report any school related concerns regarding another student to the teacher or school administration.

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Positive Reinforcement

We are a PBIS (Positive Behavior Interventions and Supports) school. Our expectations are the Meerkat B.A.R.K; Be Accountable, Respectful, and Kind. 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	\$1.40
	Adult	\$2.10
Lunch	Student	\$2.05
	Adult	\$3.60

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.

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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.

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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 1st 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.

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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 district or school website:

www.tooeleschools.org

or

<http://middlecanyonelementary.tooeleschools.org>

Personal Technology and Communication Devices

School Fee Waiver Application

Notice of Parent and Student Rights, Family Education Rights and Privacy Act

06000 School Conduct and Discipline

- 6001 Philosophy of Safe School conduct and Discipline
- 6002 Goals and Objectives
- 6003 General Discipline Authority
- 6004 Delegation of Authority
- 6005 Student Rules-Applicability
- 6006 Publication of Discipline Policies
- 6007 Standards for Individual School Discipline Programs
- 6008 Grounds for Suspension or Expulsion
- 6009 Grounds for Mandatory Suspension or Expulsion
- 6010 Alternatives to Suspension
- 6011 Continued Educational Services for Suspended Students-Responsibility of Parent or Guardian
- 6012 Procedures for Suspension
- 6013 Annual Review
- 6014 Appeal of Suspension
- 6015 Provisions for Extended Suspension
- 6016 Expulsion Checklist
- 6017 Detention of Students After Regular School Hours
- 6018 Withholding Goods-Payment for Damage
- 6019 Volunteer Work Program
- 6020 Notification Received from Juvenile Court (Superintendent to Notify Schools)
- 6021 Notification of Weapons on School Property
- 6022 Student with Disabilities
- 6023 Short Term Suspension from School-Students with Disabilities
- 6024 Longer Term Suspension from School-Students with Disabilities
- 6025 Emergency Removal-Students with Disabilities
- 6026 Emergency Situations-Students with Disabilities
- 6028 Discipline Checklist for Students with Disabilities

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- 6029 Case Management Team
- 6030 Risk Assessment for Students
- 6031 Sexual Harassment
- 6032 Student Prohibition of Bullying, Cyber-bullying, Harassment, Hazing and Retaliation
- 6033 Video and Audio Surveillance

05000 Students

- 5005 Tobacco/Nicotine Free District: Applies to Students (Pre-kindergarten through Grade 12), District Employees, Schools, Parents and Visitors.
- 5021 Compulsory Education and District Attendance
- 5028 Student Bus Transportation
- 5031 Personal Technology and Communication Devices
- 5033 Section 504 of the Rehabilitation Act and Americans with Disabilities Act
- 5045 Athlete and Student Concussion and Traumatic Head Injury

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.

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Suggested Elementary Classroom Supplies and Donations

At the beginning of each year, many parents request a teacher supply list so they can furnish some items as a donation to the classroom setting. Utah law states that supplies will be provided by the school, however, in the 2012 Legislative Session it was approved for elementary schools to compile and provide a suggested list of supplies that may be brought/donated/furnished by parents on a voluntary basis that will be used in the classroom.

Any list must include the following language: **“Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis. Otherwise, they will be furnished by the school.”**

Tooele County School District appreciates all the supplies that parents choose to donate to help our students. If you are interested in donating supplies, we have created a suggested list by grade level.

Many classroom teachers appreciate general donations of closeable plastic storage bags of various sizes for classroom use.

Pre-School

1 box of tissues
Glue sticks
Crayons
plastic storage bags

Kindergarten

1 box tissues
Glue sticks
Pencils
Crayons
Dry erase markers/med tip/blue or black
plastic storage bags

First Grade

1 box of tissues
Glue sticks
#2 pencils
Crayons 24 count
Gallon “zip lock” bags
Dry erase markers/med tip/blue or black

Second Grade

1 box of tissues
Glue sticks
#2 pencils
Crayons 24 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
plastic storage bags

Third Grade

1 box of tissues
Glue sticks
#2 pencils
Crayons 24 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
2 Wire ringed composition notebooks – wide ruled
1 pair of earbuds or earphones for computer use
plastic storage bags

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Fourth Grade

1 box tissues
Glue sticks
#2 pencils
Colored pencils 12 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
2 wire ringed composition notebooks – wide ruled
1 1 inch 3 ring binder
1 pair of earbuds or earphone for computer use
plastic storage bags

Fifth Grade

1 box tissues
Glue sticks
#2 pencils
Colored pencils 12 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
2 wire ringed composition notebooks – wide ruled
1 1 inch 3 ring binder
1 pair of earbuds or earphone for computer use
plastic storage bags

Sixth Grade

1 box tissues
Glue sticks
#2 pencils
Colored pencils 24 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
2 wire ringed composition notebooks – wide ruled
1 1 inch 3 ring binder
1 pair of earbuds or earphone for computer use
plastic storage bags

JC March 2019

Middle Canyon Elementary



SCHOOL YEAR CALENDAR 2019-2020

Approved July 9, 2019

EVENT	DATE	
Leadership Institute	Aug 1, 6 & 7	Thursday, Tuesday, Wednesday
Building Leadership Team Training	Aug 2 & 5	Friday & Monday (All Building Leadership Teams)
New Teacher In-service	Aug 7 & 8	Wednesday & Thursday
Teacher Professional Development	Aug 9	TSSA 1 of 3 PD Days - Must attend to get paid - School Sponsored
District Days-Teachers in Classroom	Aug 12, 13, 16	Monday, Tuesday & Friday
District Day - Principal's Day	Aug 14	Wednesday
District Day w/Dave Burgess	Aug 15	Thursday - "Teach Like a Pirate"
First Day of School	Aug 19	Monday
Labor Day (NO SCHOOL-ALL)	Sep 2	Monday
Fall Break (NO SCHOOL-ALL)	Oct 17, 18	Thursday, Friday
End 1st Term (45 Days)	Oct 23	Wednesday
Start of Second Term	Oct 24	Thursday
Teacher Work Day (NO SCHOOL-STU)	Oct 25	Friday 1/2 Day Data and 1/2 Day Grades
Thanksgiving Break (NO SCHOOL-ALL)	Nov 28, 29	Thursday, Friday (Wednesday-Early Release for All)
Winter Break (NO SCHOOL-ALL)	Dec 23 - Jan 3	
Teacher PD (NO SCHOOL-STU)	Jan 3	TSSA 2 of 3 PD Days - Must attend to get paid - School Sponsored
Resume School	Jan 6	Monday
End 2nd Term (44 Days)	Jan 9	Thursday
89 Total Days First Semester		
Start Third Term (NO SCHOOL-STU)	Jan 10	Friday 1/2 Day Data and 1/2 Day Grades
Martin Luther King Day (NO SCHOOL-ALL)	Jan 20	Monday
Presidents Day (NO SCHOOL-ALL)	Feb 17	Monday
Snow Makeup Day if Required	Feb 17	Monday
District Day #6 (NO SCHOOL-STU)	Feb 28	Friday
End 3rd Term (44 Days) (NO SCHOOL-STU)	Mar 16	Monday 1/2 Day Data and 1/2 Day Grades
Start Fourth Term	Mar 17	Tuesday
Spring / Easter Break (NO SCHOOL-ALL)	Apr 6-10	Monday-Friday
Last Day of School for Students	May 21	Thursday 1/2 Day for Students
4th Term Ends (44 Days) (NO SCHOOL-STU)	May 22	Friday 1/2 Day Data and 1/2 Day Grades
Snow Makeup Day if Required	May 22	Friday
88 Total Days Second Semester / 177 Total School Days		
Memorial Day (SCHOOL IS OUT)	May 25	Monday
Teacher PD (NO SCHOOL-STU)	May 26	TSSA 3 of 3 PD Days - Must attend to get paid - School Sponsored

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ELEMENTARY BACK-TO-SCHOOL NIGHT and PARENT/TEACHER CONFERENCES 2019-2020

BACK TO SCHOOL NIGHT <u>Monday, August 19</u>	
<u>School</u>	<u>Time</u>
Anna Smith Elem	4-6pm
Copper Canyon	4:30-6:30
Dugway K-6	4-6pm
Early Learning Ctr	4:30-6:30
Granstville Elem	5-7pm
Ibapah Elelm	4-6pm
Middle Canyon	5-7pm
Northlake Elem	4:30-6:30
Old Mill Elem	5-7pm
Overlake Elem	4:30-6:30
Rose Springs	5-7pm
Settlement Canyon	4-6pm
Stansbury Park	4:30-6:30
Sterling Elem	5-7pm
Vernon Elem	4-6pm
West Elem	5-7pm
Willow Elem	5-7pm

PARENT/TEACHER CONFERENCES	
(Dugway K-6 will need to check the school's webiste for dates and times)	
Oct 2	4-8pm
Oct 3	
Feb 19	
Feb 20	
* No Kindergarten Oct 4	
* No Kindergarten Feb 21	
* Allows K teachers with two sessions to schedule 50 conferences	

GRADES			
	Midterms Post/Home	End Term Posted By	Report Home
1Q	Sep 20/23	Oct 30	Nov 1
2Q	N 27/D 2	Jan 16	Jan 21
3Q	Feb 14/18	Mar 20	Mar 23
4Q	Apr 24/27	May 21	May 26

Middle Canyon Elementary

Daily Schedule



8:20	Breakfast doors open
8:30	All students begin arriving to school
8:45	1 st Bell, students go to classes
8:50	2 nd Bell, school begins
3:35	School dismissed M-Th.
12:35	Early release, Fridays

Kindergarten Schedule

	<u>M-Th.</u>	<u>Fridays</u>
A.M. Kindergarten	8:50-11:40	8:50-10:25
P.M. Kindergarten	12:45-3:35	11:00-12:35

Lunch Prices

	<u>Breakfast</u>	<u>Lunch</u>
Child	\$1.40	\$2.05
Adult	\$2.10	\$3.60



Lunch Schedule M-Th.

<u>Grade</u>	<u>Times</u>	<u>Recess</u>
1 st	11:15-11:35	11:35-11:55
2 nd	11:25-11:45	11:45-12:05
3 rd	11:50-12:10	12:10-12:30
4 th	11:55-12:15	12:15-12:35
5 th	12:20-12:40	12:40-1:00
6 th	12:25-12:45	12:45-1:05

Friday Lunch Schedule

<u>Grade</u>	<u>Time</u>
1 st	10:50-11:10
2 nd	11:00-11:20
3 rd	11:20-11:40
4 th	11:30-11:50
5 th	11:50-12:10
6 th	11:55-12:15