

# Old Mill Elementary School

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## Student & Parent Handbook 2019-2020



### School Information:

<b>School Address:</b>	130 E. Brigham Road, Stansbury Park, UT – 84074		
<b>School Phone:</b>	435-833-9754	<b>Fax:</b> 435-833-9759	
<b>Principal:</b>	Cody Reutzel	435-833-9754	<a href="mailto:creutzel@tooeleschools.org">creutzel@tooeleschools.org</a>
<b>Secretary:</b>	Kristen Coe Evans	435-833-9754	<a href="mailto:kcoe@tooeleschools.org">kcoe@tooeleschools.org</a>
<b>PTA President:</b>	Lindsay Zumwalts		<a href="mailto:zoomy2020@msn.com">zoomy2020@msn.com</a>
<b>School Web Page:</b>	<a href="http://oldmillelementary@tooeleschools.org">oldmillelementary@tooeleschools.org</a>		

# **Our Vision: To inspire a love for learning**

**2019-2020**

Dear Students and Parents:

Welcome to Old Mill Elementary School! Old Mill Elementary offers a dedicated and collegial staff that will care for your children and hold them accountable to high expectations. Our students, staff and families work together to create an environment where children are intellectually challenged in ways appropriate to their age, strengths, needs, and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student, in every classroom, every day.

We believe that parents play a critical role in the success of our students. Parents are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have rich insight into your child's unique needs, talents and interests. Please feel free to share any information that you believe will help us increase your child's success. Teachers, however, have a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face the challenge of new learning, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that our student's time at Old Mill Elementary is exciting and rewarding.

At Old Mill, we are committed to the acquisition of literacy skills that enable lifelong learning. From years of research, we know that literacy is crucial to academic, career, and personal success. As parents, one of the most important tasks you can do with your child is to read at home. We recommend at least 20 minutes of adult supported reading each night. Having an adult present while reading has many advantages, including promotion of reading from a role model, and assistance as needed to avoid frustration. Here are two suggestions to help your child develop as a reader. First, always speak positively about reading and the value of learning through reading. Second, try challenging your child with books that they need assistance with. You'll want to read books that your child can read without assistance too, but difficult books with assistance is a great way to stretch literacy skills.

This handbook is intended to provide a brief, concise and understandable overview of some of the most important opportunities and expectations that provide a foundation to our program.

Yours in education,  
Cody Reutzell  
Principal



# Old Mill Elementary School Staff 2019-2020

School telephone number:  
Lunchroom telephone number:

833-9754  
833-9754 ext. 1507

Principal:	Cody Reutzell
Secretaries:	Kristen Evans Jennifer Hadlock Celeste Nielsen
Preschool:	Edie Barnes Kathy Stowe
Kindergarten:	Amory Mableson Jennifer Edmondson Rachelle Serrao
First Grade:	Amanda Griffin Lois Miller Carrie Rogers Jennifer Willis
Second Grade:	Machelle Belliston Amy Burge Karen Dunlavy Alicia Malan
Third Grade:	Shelley Bowcutt Jill Dransfield Tammy Slade
Fourth Grade:	Andy Garbowitz Laura Hughes Amy Palmer
Fifth Grade:	Melody Emery Amanda Penton David Woolf
Sixth Grade:	Allison Diaz

	Nancy Fajardo Heather Loader
Special Education:	Ashley Ferrara Camille Rottler
Special Education Support Staff:	Karalee Fogg Heather Holt Karla Lee Kris Selin
Counselor:	Courtney Milner
Speech/Hearing:	Bryce Edwards
Literacy Coach: Literacy Interventionists:	Ruth Marshall Michelle Boone Gail Garrard Sharma Henseler Nichole Skousen
Stansbury Area Literacy Coach:	Ruth Alvarez
Librarian/Media:	Janna Pehrson
PE Specialist:	Kandiss Dockstader
Fine Arts Specialist:	Katie Fowler
Computer Specialist:	Tiffany Olsen
Refocus Mentor:	Danelle Pearson
Head Custodian: Custodians:	Rick Lewis Mitch Halligan Teddy Nevarez Anamarie Jimenez Karen Silva-Arteaga
Lunchroom Manager: Lunchroom Staff:	Lisa Harding Stephanie Erickson Candice Means TBD

## TOOELE COUNTY SCHOOL DISTRICT 2019 - 2020 STUDENT CALENDAR

August 19, Monday	School Begins/Back to School Night
September 2, Monday	Labor Day - No School
October 17-18, Thurs-Fri	Fall Break - No School
October 23, Wednesday	1st Term Ends
October 24, Thursday	2nd Term Begins
October 25, Friday	Teacher Work Day – No School
November 28-29, Thurs-Fri	Thanksgiving Break - No School
December 23-January 3	Winter Recess - No School
January 6, Monday	School Resumes
January 9, Thursday	2nd Term Ends
January 10, Friday	Teacher Work Day – No School
January 13, Monday	3 <sup>rd</sup> Term Begins
January 20, Monday	Martin Luther King Day - No School
February 17, Monday	President’s Day - No School
February 28, Friday	District Day – No School
March 16, Monday	3rd Term Ends - No School
March 17, Tuesday	4th Term Begins
April 6-10, Mon-Fri	Spring/Easter Break - No School
May 21, Friday	Last Day of School for Students

### Old Mill Elementary Schedule Summary 2018-2019

Students should arrive at school between **8:35 and 8:45 a.m.** If your child is eating breakfast at school, the doors open at 8:20 a.m. **We stop serving breakfast at 8:40 a.m.** The tardy bell rings at 8:50 a.m., announcements are made and school is under way, so students should be in their seats and ready to start school no later than 8:50 a.m.

\*\*\*\*School breakfast starts at 8:20 – ends at 8:40\*\*\*\*

Front doors open and breakfast served:	8:20 a.m.
Teachers arrive:	8:20 a.m.
Students arrive:	8:35 – 8:45 a.m.
First bell:           ...students should go line up at appropriate entrance...	8:40 a.m.
Warning Bell:       ...Five minute bell...	8:45 a.m.
School in Session: <b><u>...all students should be in class and ready to work...</u></b>	8:50 a.m.
School begins for AM Kinder:	8:50 a.m.
Dismissal for AM Kinder:	11:40 a.m.
Dismissal for AM Kinder (Friday):	10:30 a.m.
School begins PM Kinder:	12:45 p.m.
School begins PM Kinder (Friday):	11:00 a.m.
Dismissal for PMK-6 <sup>th</sup> grade	3:35 p.m.

Dismissal for PMK-6<sup>th</sup> grade (Friday): 12:30 p.m.

Pre-school:

School begins AM Session 9:00 a.m.

Dismissal AM Session: 11:30 a.m.

School begins PM Session 11:30 a.m.

Dismissal PM Session: 2:00 p.m.

Office Hours: 8:00 a.m. – 4:00 p.m.

Daily lunch schedule: (Monday, Tuesday, Wednesday, Thursday)

11:50 – 12:20.....1<sup>st</sup>, 2<sup>nd</sup> Grade Lunch

12:20 – 12:50 .....3<sup>rd</sup>, 4<sup>th</sup> Grade Lunch

12:50 – 1:20 .....5<sup>th</sup>, 6<sup>th</sup> Grade Lunch

Friday lunch schedule:

11:00 – 11:30.....1<sup>st</sup>, 2<sup>nd</sup> Grade Lunch

11:30 – Noon .....3<sup>rd</sup>, 4<sup>th</sup> Grade Lunch

12:00 – 12:30 .....5<sup>th</sup>, 6<sup>th</sup> Grade Lunch

### **Breakfast and Lunch Programs**

During the first week of school, all students will be given an application for free and reduced lunches to take home to their parents. **Many federal aid programs to schools are based upon free and reduced lunch counts at school. In order to help the school receive these funds, we ask that you please return the form.**

Students may purchase lunch in the cafeteria or bring their lunches from home. Extra milk and other items may be purchased as well. Students pay for their lunches on a daily, monthly, quarterly, or yearly basis. **Please check frequently to see that your child has lunch money in their account. Lunch balances may be seen on your student's SIS.** If you have any questions please contact Old Mill lunchroom manager at 435-833-9754 ext. 1507.

**Lunch Costs:**

Students: \$2.05

Adults: \$3.55

**Breakfast Costs:**

Students: \$1.40

Adults: \$2.05

### **Parent / Teacher Conferences**

Back to School Night, Monday, August 19, 2019 5 – 7 p.m.

Wednesday, October 2, 2019 4 – 8 p.m.

Thursday, October 3, 2019 4 – 8 p.m.

Wednesday, February 19, 2019 4 – 8 p.m.

Thursday, February 20, 2019 4 – 8 p.m.

***If you feel the need to speak with your student's teacher, please call and set a time with them.***

# Old Mill Elementary

## Policies and Procedures

### 2019-2020

#### Addressing Teachers and Staff Members

Teachers and staff members deserve to be treated with respect. Students should address them in the accepted manner of: Mr., Mrs., Ms., or Miss. during school hours. First names and nicknames should not be used by students when addressing school personnel.

#### Appointments With Teachers

During the course of the school year, you may wish to confer with one of the teachers. We would appreciate it if you would call and make an appointment. If it is very urgent, we will try to arrange an appointment for the same day. We are sure you realize that a teacher's primary responsibility is to teach the students in the classroom. We also believe that you are aware of the problems that could arise if parents go into the classrooms during school time to talk with teachers. *Please make an appointment if you wish to conference with a teacher.*

#### Attendance of Students

Regular school attendance is very important to maintain continuity in the educational process. It has a direct impact on a student's level of academic achievement. School attendance is a student/parent/school responsibility. Students and parents have the primary responsibility to promote consistent, daily, punctual attendance as directed by Utah State Law, U. C. A. 53A-11-101 et. seq. Students not complying with the attendance policy will be referred to our District Office for further assistance. It should be primarily the responsibility of the school to provide, monitor, and adjust appropriate curriculum and educational opportunity as directed by Utah State Law. It is a class B misdemeanor for a parent or legal guardian out of compliance with the compulsory education statute.

The administration and staff of Old Mill Elementary School believes that students need to be in class, on time, ready to learn, every school day. We expect students at Old Mill Elementary School to take advantage of the educational opportunities offered to them. Therefore, we request that you please contact the school office and let us know when your child is going to be absent. Only absences that have been excused with a phone call or signed parent note will be considered for an excused absence. **(This must be accomplished within 3 days of returning to school).**

Tooele County School District policy states.... "A student may be excused for a reasonable period of time from school in cases of illness, medical or dental appointments, death in the immediate family, or acts of nature which may endanger the child. All other absences shall be unexcused unless the building principal, prior to the absence and at the request of a parent, agrees to excuse the student for a specific purpose.

Students should be excused only for that part of the school day necessary to satisfy their specific need for absence. Students with an excused absence shall be afforded an opportunity to make up any school work, quizzes, tests, etc... missed as a result of the absence.

It is the student's responsibility to ensure that all make-up work, as a result of an excused absence, is completed and turned in. Students need to make arrangements with their teacher within three days of returning to school to receive said work from their teacher. Students and teachers will then decide on an appropriate amount of time to complete and return said work to the teacher.

Students absent from school in conjunction with school-sponsored activities shall be counted as present and shall be allowed to make up all work for missed classes just as with an excused absence.

<b>Absences</b>	<b>Actions</b>
<b>Zero Absences</b>	Handbook Notice Compulsory Attendance
<b>3-5 Absences</b>	1 <sup>st</sup> Notice- Phone call, or letter, or meeting
<b>6-8 Absences</b>	2 <sup>nd</sup> Notice- First Letter
<b>9-12 Absences</b>	3 <sup>rd</sup> Notice- Second Letter, Conference Requested
<b>12+ Absences</b>	Court Referral County Attorney's Office

### **Attendance Tardies**

Five tardies will equal one unexcused absence towards violation of the compulsory attendance policy. Students with 5 or more tardies that add up to enough absences to start the attendance remediation process will be given the notices as outlined in that section of the policy manual.

### **Cell Phones Use on School Grounds**

Tooele County School District recognizes that technology can enhance teaching and learning. Student-owned/provided devices should be viewed as a resource. Utilizing student-owned devices is subject to common sense and legal guidelines. Teachers and administrators with the permission of parents are encouraged to utilize student owned devices as part of the teaching and learning process.

#### **A. Student Owned Devices Used as Learning Tools**

1. Students are permitted to utilize cell phones/personal devices in the classroom in conjunctions with learning activities and at the teacher's discretion. Appropriate use of these devices is left up to the individual classroom teacher. Students are encouraged to keep personal devices out of sight unless directed by the teacher to use for academic purposes.
2. Students with 3G/4G access are encouraged while on district property to connect to the District's wireless where Wi-Fi based devices are filtered. This is a CIPA (Children's Internet Protection Act) requirement.
3. Students must receive permission from their parents to utilize texting plans for academic purposes on their personal devices as teachers may use free services effectively utilizing cell phones and texting devices into student response systems.
4. Students and employees are solely responsible for their devices. The District will not provide charging devices, maintain, repair, replace, program or troubleshoot personal



devices. Any and all texting, cellular data and maintenance plans are the sole responsibility of the student or employee.

5. Students must place phones on silent or vibrate and should not take calls during classroom activities. Personal devices must in no way negatively impact classroom instruction or network resources.

**B. Personal Devices Used in an Unethical, Illegal or Immoral Manner.**

1. It is expressly forbidden to operate a camera or recording device in a restroom or locker room. Anyone found to be recording others in such locations may be prosecuted according to Utah Code.

2. Sending threatening, harassing, intimidating, offensive, vulgar, profane, obscene text and/or photos, cyber bullying or coercive communication with others may result in disciplinary action taken and/or civil-criminal charges filed.

3. This policy replaces the old cell phone policy 5.40 adopted in April of 2007. This policy does not change the existing district Acceptable Use Policy.

**Change of Address**

Please inform the office if you change your address or phone numbers at home or at work. It is imperative that we are able to locate you in case of an emergency.

**Dress Policy**

Clothing, language, and behavior reflect the pride we take in our school and in the pursuit of learning. Proper dress and grooming greatly affect the attitude and behavior of students. Research indicates that student dress influences academic success. With this in mind, we encourage all students to be mindful of their dress and grooming habits. School is the child's place of business, and children who are groomed and dressed in appropriate school clothing seem to do a better job. Learning to comply with this dress policy is an integral part of each student's education and a positive step toward becoming a successful member of society. We also want to encourage children to be children and not grow up too fast.

Some specific dress standards for our school are:

1. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational process or mission. Disruption is defined as reactions by other individual to the clothing or adornment, which cause the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

2. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.

3. Items which display advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.

4. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair which is so conspicuous, extreme, or odd that it may draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Hair coloring is not prohibited; rather it should not detract from the purpose of 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.

5. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed.
6. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or “grungy/grubbies”, or immodest. No shorts or skirts above the knees are permitted unless leggings are worn. Such leggings may not be see-through.
7. Clothing that shows underwear is not permitted (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, miniskirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, majority of the back, and cleavage at all times (even when seated). This includes clothing that has holes or revealing modifications. School activity uniforms (i.e. singlets, spunks, cheer skirts, leotards, etc.) that do not meet these criteria are not appropriate for the school day and may only be worn during the approved activity. Such uniforms may be worn at school under team warm-ups or sweats.
8. Belts are to be worn at the waist and at correct length (i.e. not excessively long and hanging). Chains or other large metal accessories, which can present a safety risk, are not allowed.
9. Students shall comply with the laws that govern wearing of military uniforms and insignias.
10. Hats or head coverings of any kind are not allowed within the building except as part of an approved activity or for religious or medical purposes as authorized.
11. Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.
12. Tattoos and piercings are not specifically prohibited; rather, the policy is established around 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
13. School officials may require or approve students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities (i.e. welding gloves or jackets, helmets, safety glasses, etc.).
14. Shoes or sandals shall be worn at all times to ensure personal safety and hygiene. Students are encouraged to dress appropriately for weather and wear reasonable footwear for the activity and season.
15. Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.
16. Students who violate dress and grooming standards will be subject to student discipline. Due process procedures will be followed in the case of any dress and grooming code violations. Schools may have acceptable clothing to loan to students who have violated the provisions of this policy. An offending student may be sent home until he or she complies with dress and grooming requirements and/or a parent conference conducted to address the dress and grooming issues.

Please be sure that your child is dressed appropriately to fit the weather conditions for the day. Stay aware of predicted weather conditions and dress your child for their comfort and safety.

### **Emergency Preparedness and Evacuation Plan**

In the event of an evacuation of the building, the instructional staff has the responsibility of leading students to an area of safety. Evacuation plans are posted in noticeable places in each

instructional area. Every effort will be made to keep parents informed during an emergency. Parents are requested to stay away from the school grounds to help to maintain clear access to the school grounds for emergency equipment, unless asked to go to the school by emergency personnel. If at all possible they should walk over to the building when the time is right. Leaving cars at home may be a big help with traffic congestion.

In the event that there is a major emergency at Old Mill and we need to vacate the school, our site of reunification will be the LDS Church on Porter Way. You will be able to meet your child at the reunification site. An accurate accounting of all students will be necessary. Students will be released only to their parents or to those listed on the emergency information cards. **Please be sure the student information cards are up to date.**

In the event of an emergency, please call the District Office 435-833-1900 for further information/instructions.

### **Entering the School Building**

The school day begins at 8:50 a.m.; therefore, it is helpful **if students do not arrive before 8:35 a.m.** If children wish to come into the building at this time, they should play outside or go immediately to the library or lunchroom (if eating breakfast). There should be no children playing in the halls or the restrooms.

Our doors are locked before school with the front doors opening at 8:20 a.m. for breakfast. The main, front doors will be open from 8:00 a.m.– 4:00 p.m. During the day, the students may exit through all doors, but must be with a teacher to re-enter or go through the front doors.

**Parents may meet their children outside the school doors after school. If parents or visitors need to enter the school during the school day, they must check in through the office. If anyone is volunteering, they must obtain a visitor's badge and sign in at the office.**

### **Fundraising Activities**

All fundraising activities must be pre-approved by the administration. This includes any student, parent, teacher, staff, PTA activity occurring on school property. A completed fundraising form must be submitted and approved prior to the beginning of the activity. Old Mill Elementary School, according to Tooele County School District policy, may have no more than two school-sponsored fundraising activities in our community during a given school year. All funds received, regardless of the source, should be deposited directly with the school financial secretary. All expenditures of monies must be conducted through the school financial secretary as well. **No Door-to-Door selling is allowed with fundraisers.**

### **Homeless Family Liaison**

Homelessness is a **lack of permanent housing. Under the McKinney – Vento Act,** students living in a shelter, car, hotel, motel, campground or temporary residency, or who are sharing a home due to the loss of housing or economic hardship have their educational stability protected. A homeless child or youth shall: 1. Continue in their school or origin for the duration of homelessness or for the remainder of the school year. 2. Be immediately enrolled, even if your student cannot produce the records required to enroll 3. Are eligible for free lunch and fee waiver and 4. Would be provided transportation to the school of origin by parent request.

If your family is in a homeless situation, please talk to your principal about the specific needs your student(s) may have or call the District Family/Homeless Liaison please call: 435-833-1900 for further information.

## **Homework Policy**

Homework is any schoolwork completed outside the classroom.

Tooele County School District believes homework is a valuable learning tool when it supports the goals of education, is purposeful, and meaningful. Homework should require thought, effort, and the competent demonstration of learned skills.

Purposeful homework is for the following reasons:

- **Pre-Learning:** to provide an introduction to a topic, to determine what the students know or are interested in learning, or to stimulate interest in a topic.
- **Check for Understanding:** to gain insight into the student learning.
- **Practice:** to practice already learned skills only after the teacher has adequately checked for understanding. It is most effective when distributed over several days.
- **Processing:** to have students reflect on concepts, think of new questions or apply skills learned to synthesize information such as long term or summary projects.

## **Student Bill of Rights:**

Homework should have a focus on learning that helps students acquire knowledge or skills through experience, study or by being taught.

- Students have a right to receive help with concepts they do not understand as designated by the school. (e.g. before school, after school, tutoring, etc.).
- Homework shall be attempted. However, academic grades shall not be put in jeopardy because of homework.
- A child's right to playtime, downtime and adequate sleep shall not be infringed upon by homework.
- Parents shall be entitled to excuse their child, in writing, from attempted homework that the child does not understand or is too tired to finish.
- Families shall be entitled to weekends and holiday breaks free from assigned homework.

## **Expectations for Home:**

Families are encouraged to:

- Provide a place for homework.
- Provide a time for homework.
- Provide a routine for homework.
- Partner with the school in providing homework support.
- Allow your child to work on homework independently; give support as needed.
- Share any concerns regarding homework with your child's teacher(s).

## **Expectations for Teachers:**

- **Quality teaching matters:** homework must be connected to what happens in the classroom.
- **Skills require practice:** make sure students are practicing the skills correctly. Shorter, more frequent periods of practice are better than longer, less frequent practice.

- **Time on task matters:** set a time limit.
- **Task is as important as time:** well-designed homework is important; it should be related to classroom learning, simple enough to do on their own and relevant to real life.
- **Learning is individual:** homework needs to be personalized to fit the specific needs of individual students.
- **Children differ in readiness and developmental levels:** homework tasks should be differentiated.
- **Children differ in learning styles:** provide choices and flexibility in homework tasks.
- **Children differ in motivation, persistence and organizational skills:** wise teachers seek feedback from students and consider how they might tap into students' interests.
- **Frustration is detrimental to motivation and the desire to learn:** checking for frustration is critical.
- **Projects are intended to be assigned and completed in class:** provide students and parents with project information: (e.g. assignment criteria, due dates, materials needed, etc.) in a timely manner. For larger projects/assignments, some portion of the project may be assigned as smaller homework segments with intermittent due dates and ongoing feedback.

**Maximum Homework Time Per Day (Homework Time Includes Daily Reading):**

ELEMENTARY	
Grade	Minutes
Kindergarten	20
1 <sup>st</sup> /2 <sup>nd</sup>	20
3 <sup>rd</sup>	30
4 <sup>th</sup>	40
5 <sup>th</sup>	50
6 <sup>th</sup>	60

**Immunization Requirements**

Any immunization record provided by a licensed physician, registered nurse, or public health official may be accepted by the school official as a certificate of immunization if the type of immunization given and the dates given are specified and the information is transferred to an official certificate for immunization and verified by the district in which the school is located. Parents and guardians whose children are lacking necessary immunizations will be notified. Students whose immunizations are not in accordance with state law may be allowed to attend school under a conditional enrollment. Parents and guardians whose students are prohibited from school attendance for failure to comply with immunization requirements will be referred to the appropriate agency for medical neglect.

**Leaving School (Illness or excused absence)**

If your child must go home during the school day (excused absence) we would like you to send a note notifying the teacher and the office.

**Any student leaving the school during the school day must be signed out from the office.**  
*This policy is to provide additional safety for all students and parents. **The adult taking***

*responsibility for the child must provide his/her name, picture identification, check-out time and the reason for taking the student out of the school.*

If your child becomes ill or is injured while at school, we will call you if you have provided us with a current phone number. For your child's sake, please let us know how and where we are to contact you in case of an emergency. If you are going to be out of town for the day, make sure your child knows where to go in case of illness or injury.

Please call us at 833-9754 if your child is absent from school. If he/she is going to be out of school for an extended period of time, we would like you to make arrangements with the teacher to pick up his/her work.

### **Lost and Found Items**

Throughout the school year many personal items: coats, shoes, hats, gloves, lunch boxes, jewelry, glasses, etc. are left by the students. If your child loses anything, please check in the school lost and found area immediately.

Please put your child's name on all coats, gloves, hats, lunchboxes, backpacks, etc. This will help us return lost items to your children.

### **Parent Visitors and Parent Volunteers**

We welcome and encourage parents to volunteer at school. *Tooele County School District policy requires every parent volunteer to have a background check.* This procedure consists of being fingerprinted at the district office. This is free of charge and takes place on Tuesdays and Thursdays between 2:00-4:00 p.m., and Tuesdays from 10 a.m.-Noon by appointment. We appreciate your support and understanding as we strive to keep our students safe.

Parents are always welcome at Old Mill Elementary School. During the course of the school year, you may wish to confer with one of the teachers or to visit a classroom. We would appreciate a prior call to make an appointment in advance. A teacher's primary responsibility is to effectively and explicitly provide instruction. Potential problems can arise with interruptions to the classroom. Therefore, no one should go to a teacher's room without first making an appointment. Parents visiting the school must have a pass from the office.

### **Students Kept After School**

No student will be detained after regular school hours until his/her parent or guardian has received prior notification of the need for detention, including the day and the amount of time the child will be kept after school. If a bus student is kept after school, prior arrangements for transportation home will be made at the time of prior notice. If a child misses the bus through his/her own choice – or neglect – the child and/or parents will be responsible for arranging transportation home.

We also recognize the importance of after-school tutoring, teacher assistance, sports, and other activities. Students will not be kept after school when it conflicts with prior parental plans. Parents should contact their child's teacher should a conflict in this area arise. An alternate day will be agreed upon for the child to remain after school to accomplish what is necessary.

### **Student Placement Requests**

The staff takes extensive and thoughtful effort to place students with the most appropriate teacher possible. Teachers play a key role in the placement process. Teachers meet together as a grade level and divide students into classes that are equally balanced in relation to all the other classes at that grade level. When class groupings are made, teachers take into account the individual needs of students as well as the composition of the whole group.

Staff members consider the academic needs of the student and attempt to match those needs with individual strengths of teachers. We work diligently to balance each class so that teachers are able to meet individual needs. We look closely at the social and behavioral needs and activities of each student in an attempt to create the most productive, effective, and positive learning environment possible. We will make reasonable accommodations for requests that maintain an effective and balanced education for all students.

### **Student Visitors/Guests**

Please do not send “guest” students to school to visit classrooms. This results in additional work for individual classroom teachers and often results in students being distracted from their schoolwork.

### **Telephone Use**

In order to eliminate confusion in the office and relieve pressure on the telephone, we ask you to arrange with your children ahead of time where they should go after school or the pick-up schedule if they are in car pools.

Children are discouraged from using the telephone except in emergency situations. The telephone will be off-limits as much as possible for students calling for rides or asking permission to go to a friend’s house after school. In order to use the phone during the day, a student must have a phone pass from his/her teacher.

Children will not be called out of class for the telephone except for emergencies. We try to limit all classroom interruptions in order to facilitate productive use of classroom time.

### **Traffic Safety Information**

Parents, please make sure you are aware of the following safety information printed below. Read and study the material and then share this information with your children:

1. All students, parents, and staff members should follow the directions of the school crossing guard at all times.
2. Parents can drop off and pick up their students in both the north and west parking lots. Please avoid the bus lane. Student drop-off is allowed in the morning in the half-circle at the front of the school, but please remember that this is a drop-and-go traffic flow. Waiting and parking are not allowed in this area. Please be courteous, mindful, and watchful of students and supervising staff.
3. Please comply with all speed limits, traffic signs, and handicapped access designations. This will help make all students as safe as possible and allow patrons a more pleasant travel experience.

4. All bicycles, scooters, skateboards, rollerblades, etc... **must be walked on school property.** All of this property must be placed in the bike rack and should be secured with a lock during the school day. No riding, boarding, blading, wheeling, etc... is allowed on school property at any time.

**THANK YOU FOR YOUR HELP AND SUPPORT OF OUR SAFETY GUIDELINES!!!** We appreciate all you do to ensure the safety of our students at Old Mill Elementary School.

## **Old Mill Elementary School-wide Behavior Procedures; Safe Schools 2018-2019**

**The Tooele School District affirms that every student is a person of value, and is committed to help each student reach his or her potential. In order to be successful in teaching basic academic skills, we must also teach basic behavior skills. The student who develops appropriate behaviors will be prepared to learn and to achieve to his or her potential.**

**We, the staff of Old Mill Elementary School, believe the application of discipline would be directed toward improving individual and group behaviors and toward creating and maintaining an atmosphere conducive to learning, safety, and growth.**

**Teachers have the right to teach – students have the right to learn, and each person should strive to make this possible.**

**As citizens of Old Mill Elementary School, with regard to our own welfare and safety and the protection of our school building, we have the responsibility to see that these procedures for conduct are followed.**



**School-wide Rules of Conduct:**

**OLD MILL ELEMENTARY SCHOOL EXPECTATIONS** *Wise Owls Give a HOOT!* 

	All Settings	Hallways	Bathrooms	Playground	Cafeteria	Library	Computers	Assembly
<b>H</b> Help Others	FOLLOW DIRECTIONS FIRST TIME GIVEN	STAY IN LINE—CARRY A PASS IF ALONE	ONE AT A TIME IN A STALL—IN AND OUT	STAY IN SUPERVISED AREAS	CLEAN UP YOUR OWN MESS AND TABLES	RETURN MATERIALS ON TIME—CARE FOR BOOKS PROPERLY	USE EQUIPMENT PROPERLY	FOLLOW DIRECTIONS FIRST TIME GIVEN
<b>O</b> Obey the Rules	KEEP HANDS, FEET, MOUTH, AND OBJECTS TO SELF	VOICES OFF—WALK	RESPECT PRIVACY—KEEP RESTROOM CLEAN	SHARE—TAKE TURNS	QUIET VOICES—FOOD STAYS IN THE CAFETERIA	QUIET VOICES—LISTEN, FOLLOW DIRECTIONS	QUIET VOICES—LISTEN, FOLLOW DIRECTIONS	VOICES OFF—APPROPRIATE RESPONSE
<b>O</b> On Time	KEEP A POSITIVE ATTITUDE	STAY TO THE RIGHT	WASH HANDS	PLAY ON EQUIPMENT THE WAY IT WAS INTENDED	WALK—WATCH FOR SIGNALS—EAT YOUR OWN FOOD	USE EQUIPMENT PROPERLY	STAY ON APPROVED WEBSITES	SIT ON POCKETS
<b>T</b> Team Players	BE AN ACTIVE PARTICIPANT	RESPECT CLASSROOMS IN SESSION	SPEND ONLY THE TIME YOU NEED IN THE BATHROOM	RESPECT OTHERS PLAYING	CLEAN UP AFTER YOURSELF	LISTEN AND FOLLOW DIRECTIONS	USE THE COMPUTERS AS DIRECTED	POSITIVE ENCOURAGEMENT FOR PARTICIPANTS

**Alcohol, Drugs, and Tobacco**

The Tooele County School District prohibits any use, possession, distribution, sale, or being under the influence of alcohol, controlled substances, imitation controlled substances, and any other similarly harmful substances, or drug paraphernalia. This policy applies during school hours, before and after school while on school property, at all school or district approved or sponsored events and activities, and when the actions affect the mission or operation of the Tooele Public Schools.

In addition, any prescribed controlled medications must be administered in accordance with school district policy. All violations of this policy will be reported to parents, will receive school action, and will be referred to the appropriate law enforcement agencies for review and appropriate action.

**Bomb Threats and False Fire Alarms**

Bomb threats and falsely set fire alarms are not only a serious disruption of school time, but they also present a danger to all students, faculty, and staff within the building. Moreover, these issues constitute felony offenses and will be dealt with severely. Old Mill Elementary has adopted a zero tolerance toward anyone involved with bomb threats or falsely set fire alarms. Students engaged in such activity are subject to suspension and referral to local law enforcement agencies.

**Bullying**

**Definitions:**

**Bullying** – means intentionally or knowingly committing an act that:

- (i) (A) endangers the physical health or safety of a school employee or student;

- (B) involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
  - (C) involves consumption of any food, liquor, drug, or other substance;
  - (D) involves other physical activity that endangers the physical health and safety of a school employee or student; or
  - (E) involves physically obstructing a school employee's or student's freedom to move; and
- (ii) is done for the purpose of placing a school employee or student in fear of:
- (A) physical harm to the school employee or student; or
  - (B) harm to property of the school employee or student.

**Harassment** – means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.

**Cyber-bullying** – means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

### **Prevention:**

1. Each teacher will educate the class on the above definitions using some of the following teaching strategies:
  - a. Second Steps Curriculum
  - b. Group Discussion
  - c. Role Playing
  - d. Interactive Writing
  - e. Think / Pair / Share
  - f. Class Meetings
  - g. Other
2. Announcements will be made regularly addressing bullying related topics throughout the year.
3. *Wise Owl* Tickets and other incentives are given to students who are caught exemplifying positive, non-bullying behaviors

### **Intervention:**

1. Students should let school personnel or parents know when they are victims of the above behaviors. Parents should notify school officials in a timely manner when given information by a student.
2. It is our goal to educate students on correct behaviors. Because of the age of our student population, it is even more important to identify behaviors early that may lead to bullying.

3. First time offenders will have parents notified by the principal and appropriate actions taken to try to prevent future incident.

*When students persist in bullying, behaviors, action will be taken according to the Old Mill Elementary School-wide Behavior Plan. Bullying is a "Safe Schools" violation and will not be tolerated.*

### **Criminal Trespass**

Under Utah Law, a person is guilty of a misdemeanor if he/she enters or remains on school property without authorization when notice against such entry or remaining has been given personally by a school official, or by signs posted to prevent trespassers, or by a current order of suspension or expulsion (SS 53A-3-503).

Adults and students without lawful business on school premises will be instructed to leave by school officials. In the event that adults or students violate trespass laws or do not comply with the direct order of school officials to vacate, appropriate law enforcement officials will be contacted as necessary.

### **Destruction of School Property**

Students are expected to take pride and ownership in our buildings, grounds, equipment, and facilities at Old Mill Elementary School. Students who willfully destroy school property through vandalism, littering, or carelessness will obligate their parents to be financially responsible for the repair and/or replacement of the damaged property. School administration may elect to have the student complete community service hours through the school as part of their restitution. If deemed necessary, local law enforcement agencies will be involved.

### **Fighting**

Children must learn to work out their differences civilly. They need to understand that if they cannot be friends, they need to leave each other alone. School suspension is possible. A referral to juvenile court may be made if necessary.

### **Gangs**

A gang is defined as a group of more than two individuals with a unique name, identifiable marks, or symbols who may claim a territory or turf, who associate on a regular basis, and who engage in antisocial or criminal behavior. Gang activities are prohibited in school, on school property, and at all school approved or sponsored activities and events. The wearing of gang-related apparel and paraphernalia is also prohibited as per (Oleson v. Board of Education, 1987).

Students aligning themselves with gangs or involve themselves in gang activity may be suspended or expelled from school under the provisions stated in the Tooele County Administrative Guidelines for School Suspension, Sections 5.29 through 5.35.

### **Gum**

Gum is not to be chewed by students at school. Gum is not easily removed and often damages school and personal property.

### **Obscenity, Pornography, Profanity, and Vulgarity**

The faculty, staff, and student-body should not have to be exposed or expected to endure obscenity, pornography, profanity, or vulgarity. Therefore, any and all forms of abusive language, obscene gestures, immoral or indecent acts (whether verbally, in pictures, or in writing) is deemed inappropriate within the school environment and is expressly prohibited. Students engaged in vulgar language whether spoken, written, or gestured will be subject to discipline.

### **Safe and Drug Free Schools**

The goal of the Tooele County School District regarding school safety is to be proactive. The district will attempt to anticipate problems to ensure the safety of all students and staff, the school and its facilities, and the community in general. ALL students and parents will be required to sign a form indicating that they have received a copy of the Tooele County School District's "Safe School Conduct and Discipline Policy." This policy is included as a part of this Old Mill Elementary School Handbook. In order to help assure the general community of our concern for school security and to create an environment free of intimidation and coercion, the following procedures prohibiting inappropriate behavior will be incorporate.

### **Search and Seizure**

School authorities are responsible for promoting the safe and effective operation of the school, and they are charged with protecting the health and safety of all students and staff. The following search and seizure guidelines are provided to ensure the privacy of individuals and the safety and welfare of all students.

1. Students shall be free from searches unless there is reasonable suspicion to believe that they are concealing something that may be of immediate danger to themselves or the rest of the school community. School officials may request students to remove all items from their pockets and/or other personal property, including backpacks.
2. Desks and all other student storage facilities remain the property of the school and are legally subject to inspection and search at any time. If a school official reasonably suspects that a particular desk or area may contain items that are considered to be dangerous, prohibited or stolen they are subject to search at the discretion of the school administration. This is in accordance with policies, rules, and regulations of the Tooele County School District.

Desks are not designed for the storage of money or other valuables. Students are responsible for their desks assigned to them and for their own personal property. Valuable property should not be brought to school. Students who store valuables in their desks do so at their own risk. **The school is not responsible for items that are lost or stolen.**

### **Standards of Conduct**

The objective of school discipline is to help make school a safe place and to protect the rights of everyone. Proper discipline is an important part of education and very little can be accomplished when it does not exist. We believe our students are entitled to the best education our resources can provide. Students who disrupt the educational setting, endanger the rights and safety of others, and harass other students will receive corrective guidance and be subject to disciplinary action.

Old Mill Elementary utilizes THINK TIME when students choose to be disruptive. When a student makes an inappropriate behavior choice, he/she may be sent to another classroom in another grade for a period of time. All students deserve the most positive educational experience possible for academic and social growth. THINK TIME emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. Our school refocus mentor and principal will be resources for situations where more support is needed. Our intent is to teach appropriate behaviors and restorative practices to help students grow and develop. If such inappropriate behavior is chronic, suspension from school is a possibility, though we attempt to limit this consequence.

We believe that students have certain responsibilities and standards of conduct to maintain that will enable them to learn in the school environment and become successful members of society.

Those standards and responsibilities include but are not limited to:

1. Respect: interacting with people in a way that shows they're important and treating property with care.
2. Empathy: understanding others' feelings in difficult situations.
3. Learner Mindset: having the curiosity to ask questions, being willing to try even when it is difficult, and focusing on your own progress.

We care about every child who walks through our doors we work hard to see that your child's dignity and self-respect are maintained. If a problem does occur, please contact the teacher or principal so that solutions can be found.

### **Technology Usage and Fraud**

Computers, internet, and other technological equipment are used at Old Mill Elementary School to facilitate the educational process. Hardware and Software is to be used in accordance with the "Use Agreement" information attached in this handbook. Students who violate said technology agreement will lose their technology privileges at Old Mill Elementary School. The cost of repairing, restoring, or replacing hardware, software, or data due to willful damage will be an obligation of said student and his parents.

### **Theft**

Old Mill Elementary School students are expected to show respect for each other's personal property and for school property, materials, and equipment. Theft is a crime and will not be tolerated.

Any incidence of theft will result in immediate parental notification, school action, and restitution. Also, depending on the seriousness of the offense, local law enforcement agencies will become involved if deemed necessary by school administration.

### **Toys**

We do not allow for children to bring toys to school for recess because it often results in lost or broken toys. Any object that is judged to be a distraction or danger in the classroom or playground will be taken from the student and held by the teacher or turned over to school administration. Objects will be returned to parents.

### **Weapon Control**

The Gun-Free School Zones Act prohibits the possession or discharge of a firearm on or within 1,000 feet of public, private, or parochial school grounds. Those convicted of a Gun-

Free School Zones Act violation face imprisonment for up to five years, a fine of up to \$250,000, or both.

Similarly, if school officials determine that objects may be used as weapons which pose an immediate threat of harm or injury to students or staff, these objects will be confiscated. This includes all chains, pocket knives, and any other items that could be used as weapons.

**NON-DISCRIMINATION STATEMENT FOR TOOELE COUNTY SCHOOL DISTRICT**

It shall be the policy of Tooele County School District to inform applicants for admission and employment. Students, parents, persons with disabilities, employees and all unions or professional organizations holding collective bargaining or professional agreements with the Tooele County School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, the treatment or employment in, its programs and activities.

Any person having inquiries concerning school compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact school administration at each building, or the district 504 director, Larry Abraham, Title IX Coordinator, Terry Christensen at 92 S. Lodestone Way, Tooele, Utah 435-833-1900.