

Hillcrest Elementary School



Home of the Huskies!

Policies
And
Procedures
2008-2009

Hillcrest Elementary School

Principal: Mr. Eric Markworth
Address: 960 North 1400 East, Logan UT 84321
Phone: 755-2360
Fax: 755-2362
Web Site: www.hillcrest.loganschools.org
Mascot: Husky
Colors: Maroon and Black

MISSION STATEMENT

Our mission is to provide students with an educational environment that accelerates and enhances academic excellence, social development and self-sufficiency.

Rules of Conduct

1. Follow directions the first time given.
2. Keep hands, feet, and other objects to yourself.
3. Be in the proper place.
4. Walk inside the building.
5. Use materials and equipment properly.

If you need this document translated please call 755-2360
Si usted necesita esto traducida por favor llame 755-2360

ACCEPTABLE USE POLICY (CODE IIBG; Parent Signature Required)

With access to the Internet comes the availability of material that may not be considered to be of educational value in the school setting. Precautions have been taken to restrict access to objectionable materials. However, it is impossible to control all material and a user may discover controversial or inappropriate information. We believe that the valuable information and interaction available on the Internet outweighs the possibility that users may obtain objectionable material.

Internet access is a privilege and not a right. Violation of any of the guidelines or prohibitions listed in the Acceptable Use Policy can result in disciplinary or legal action.

We require all students and their parents to sign a consent form giving students access to the Internet at school. A copy of the Acceptable Use Policy is available at the office.

ARRIVAL AND DEPARTURE

The building will open at 9:00 a.m. Students should not arrive before then unless they are participating in scheduled school activities before the start of school (i.e., orchestra, breakfast, Boys and Girls Club). The school day begins at 9:10 a.m. and students are dismissed at 3:30 p.m.

Morning kindergarten begins at 9:10 a.m. and students are dismissed at 11:40 a.m. Afternoon kindergarten begins at 1:00 p.m. and students are dismissed at 3:30 p.m.

There is no adult supervision on school grounds before and after school. We expect children to go home immediately following dismissal from school.

Parents may load and drop off (unload) students along 1400 East between 900 North and 1000 North. There is no loading, unloading and parking in the bus zones on 900 North and 1000 North. Loading, unloading and parking on the playground and in staff parking areas is also prohibited (see Hillcrest Traffic Safety Map on page 16).

Parents and guests may park in front of the school on the East side of 1400 North between 900 North and 1000 North as long as they avoid doing so during the following student drop off and pick up times:

- 8:45 – 9:15 (start of school day)
- 11:30 – 12:00 (kindergarten pick up)
- 12:30 – 1:00 (kindergarten drop off)
- 3:00 – 3:45 (end of school day)

Parents and guests may also park East of the school on both sides of 900 North in the designated parking stalls.

ATTENDANCE (CODE JEA; Parent Signature Required)

The State Board of Education and the Logan City School District require that all children achieve proficiency in the basic skills of literacy, mathematics and science. Absence from school interferes with the child's opportunity to acquire proficiency in these skills. According to the Utah Compulsory Attendance Law, parents are responsible for their child's attendance at school.

The following reasons have been identified by the school district as reasonable for granting an excused absence:

- Illness
- Medical appointment
- Family emergency
- Death of a family member or close friend
- Family activity or travel on a limited basis (principal notification/approval is required for extended travel)

Whenever possible, parents should schedule appointments and vacations outside of school time. Please call the school or send a written excuse each time your child is absent or tardy.

If a student becomes ill at school, parents will be contacted. If parents can't be reached, those individuals listed by the parent on the Student Emergency Information sheet will be contacted. Please keep emergency information updated. If a child must leave the school during school hours, parents should send a note with him/her to notify the teacher.

Student Check-in and Check-out Procedure:

- To check a student in or out of school, the parent or an authorized adult must first go to the office.
- Students must be signed out on the student check out slip in the office. Teachers will not release students to anyone without confirmation from the office staff or principal.
- A student must check in at the office if they are more than 15 minutes late for school (after 9:25 a.m.) or returning to school after checking out. Teachers will not admit a student without confirmation from office staff or the principal.

BIRTHDAYS

Do not send birthday party invitations to school; they will not be passed out. Birthday treats at school are at the teacher's discretion. Homemade treats are not acceptable. Treats must be commercially prepared and packaged by a licensed Health Department Food Handler permit holder.

BREAKFAST

A regular, reduced and free breakfast program is available to all students. Breakfast will be served from 8:45 a.m. to 9:00 a.m. Students may enter the building through the East auditorium entrance. A breakfast menu will be sent home each month in the PTA newsletter. Breakfast prices are available at the office.

BUSING

The state provides transportation for K-6 students living beyond 1.5 miles from school. Please visit www.cache.k12.ut.us for further information about schedules, location of bus stops, drivers and bus numbers (click on the “Departments” folder then the “Transportation” link).

Bus service (patron bus) may be contracted out through Cache County Schools for students living within a mile and a half of the school. A parent volunteer is responsible for making the arrangements with the Cache County School District Transportation Department for this service.

CELL PHONE POLICY (CODE JFCK)

Student possession and use of cell phones is prohibited during the school day and in the school building for kindergarten through fifth grade. Communication with parents is facilitated through the office.

CHOICE ENROLLMENT OPTIONS PROGRAM

Students who reside outside of the Logan City School District or within the boundaries of other schools within the District who desire to attend Hillcrest must obtain permission from District officials. Application forms are available at the District Office located at 101 West Center. Application forms should be submitted along with a non-refundable \$5 processing fee to the district office. Acceptance into the program is based on meeting criteria described in the Application Form and Program Guidelines. Participation in the Choice Enrollment Program is a privilege that can be revoked due to serious problems with attendance and/or behavior.

DISCIPLINE AND CONDUCT

The Love and Logic approach to discipline is a way for teachers to take control of the classroom while at the same time teaching children to be responsible, think for themselves and be prepared for the real world. Love allows children to grow through their mistakes. Logic allows them to live with the consequences of their choices.

Our purpose is to teach students how to make decisions and accept consequences in a manner that builds self-concept, involves them in solving their own problems and helps them grow in responsibility and self-discipline.

Rules are developed for the classroom and for common areas (e.g., playground, lunchroom, library, etc.). Staff members will teach, model, and enforce rules by taking appropriate action when rules are violated.

A common set of core beliefs and principles serves as the basis for all decisions regarding the treatment of discipline problems. Staff members are encouraged to discipline students by selecting from a range of interventions and consequences with the understanding that the intervention or consequence used is consistent with the set of core beliefs and principles commonly agreed upon by the staff and aligns with the severity of the infraction.

It is understood that each person will develop special relationships with children and that these will be different in every case. Staff members have the responsibility of learning how to respond to students and set limits in effective ways rather than expecting others to do it for them.

DRESS CODE (CODE JFCA-G)

High standards of personal grooming and dress contribute to a positive school climate. The purpose of a dress code is to encourage personal appearance that supports a favorable, positive teaching and learning environment. Clothing and personal appearance, which does not detract from nor interfere with appropriate school conduct, safety, and participation, shall be considered proper school attire.

Adherence to appropriate dress and grooming expectations is the responsibility of the student and parents. Case law provides discretion for building administrators when defining inappropriate dress. Enforcement of the standards is the responsibility of the parents, school staff, and administration.

Clothing should be neat, clean, and must cover underwear completely. Gang clothing or inappropriate insignias, words, phrases or mottos will not be allowed. Hair should be clean and well groomed. Distracting appearance and/or wearing abbreviated clothing is considered unacceptable. The following examples of abbreviated or distracting clothing may be prohibited: short shorts, or short skirts, and clothing revealing bare midsections, bare shoulders, and bare backs. Other clothing items may be prohibited depending on the situation (e.g. hats, head coverings, thongs, flip-flops). Snowsuits and boots should be removed upon arrival at school.

EMERGENCY PREPAREDNESS (CODE EBC-G)

The following instructions have been prepared by the Logan City School District Emergency Preparedness Committee, PTA, and school administration in preparing for emergencies, maintaining student and staff safety, and minimizing confusion and chaos.

In an emergency the **school will:**

- Respond as designated by the Emergency Plan and provide information through the Logan City School District and local radio stations.
- Care for students until it is safe for them to go home.
- Work with local agencies.

In an emergency the **parents will:**

- Tune in to local radio stations.
- Stay away from the school unless instructed otherwise by the district administration over the radio.
- Leave the phone lines open by not calling the school so that the school can manage the emergency.
- Refer to the Logan City District Emergency Plan.

In an emergency the **students will:**

- Stay with teachers and follow their instructions.

Additional information for parents:

- **Emergency Supplies:** Each classroom has an emergency kit.
- **Communications:** Parents will be notified over local radio stations KVNU (610 AM) and KBLQ (92.9 FM). It is suggested that parents have a battery-operated radio for emergencies.
- **Buses:** The principal will arrange for bus transportation where possible.
- **Student Pick-up:** If possible, students will be dismissed at the usual time and they will travel home the usual way. Please don't go to the school unless instructed over the radio to do so.
- **Length of Student's Stay at School:** This depends on each emergency. Students will be cared for in the safest possible way.
- **Other Agencies:** The principal will work with other agencies on planning and implementation prior to and during an emergency.
- **Evacuation Site:** LDS Church located at 875 North 1500 East.

FEES (CODE JN; Parent Notification Required)

The Utah Constitution prohibits charging fees in the elementary schools. That means K-6 students cannot be charged for textbooks, classroom equipment or supplies, field trips, assemblies, snacks (other than food provided through the Food Services Program), or for anything else that takes place during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

The school may ask you for tax-deductible donations, but the school cannot require donations and no child may be penalized for not making a donation.

FIELD TRIPS (CODE IICA)

Field trips must be organized and planned so they directly relate to the curriculum in an articulated and coordinated manner. They may be used to place a variety of civic, cultural, community, and business resources within reach of the classroom. Principal approval of all field trips is required. Notification of the field trip should be given to parents well in advance of the activity (two weeks prior notice). Students who participate in field trip activities must have a district release form signed by a parent or legal guardian in order to participate. Parent or legal guardian approval by phone is not acceptable.

HOMEWORK POLICY (CODE IKB)

It is the policy of the Logan City School District that homework become an integral part of the teaching/learning process and will be required for all students. Homework should emphasize practice in reading and other basic skills and makeup work following absences from school. If your child is sick and you desire homework, please call the office and arrangements can be made to have the teacher contact you. Suggested homework guidelines for each grade level are: Grades K-2, 20 minutes daily; Grade 3, 30 minutes daily; Grade 4, 40 minutes daily; Grade 5, 50 minutes daily.

LOST AND FOUND

Parents are advised to label all outerwear clothing with the student's name so that the clothing can be easily identified. Lost and found items are kept in a central location at the school. Clothing or other unclaimed items will be donated to a charitable organization.

LUNCH

Students may go home for lunch, bring a sack lunch or eat school lunch. Students and/or parents may come to the office and fill out account slips with the name, computer number, and the amount. Lunch prices are available at the office. It is preferable that meals be purchased on a monthly basis. A lunch menu will be sent home each month in the PTA Newsletter. Please inquire at the office about free and reduced lunch applications (must be renewed at the beginning of each school year).

A maximum of three lunch charges may be accumulated before the child will no longer be allowed to eat. Parents may call the office and request information about their child's lunch account. We ask parents to purchase a guest lunch only once per year during National School Lunch Week. Watch for the date in the PTA newsletter.

We diligently and constantly work toward good table manners, courtesy and proper lunchroom behavior. We appreciate your cooperation and support in this regard.

Students will play outside during lunch recess under the supervision of adult playground supervisors with the following rules:

- Play only in designated areas.
- Activities that involve inappropriate or excessive physical contact are not allowed.
- Keep hands and feet to yourself. Respect others personal space.
- Use appropriate and kind language. Build other people up.
- Follow directions the first time given.
- Use equipment appropriately and only play approved games.
- Students are asked to stay outside until their teacher calls them in.

MEDICATION

There are specific procedures that we must follow when administering medication at school in order to protect our students, abide by Utah law, and avoid the risk of liability if something goes wrong. The required procedures are as follows:

- Parents must provide the school with a current (renewed at the beginning of each school year) request for medication to be given at school.
- The student's prescribing practitioner (i.e. physician, dentist, etc.) must provide a current signed statement indicating that it is medically necessary for medication to be given during school hours.
- The District School Nurse should be notified and consulted with about the procedures for administering the medication.
- A record must be kept at the school documenting the date and time the medication is given along with the initials of the person who gave it. At the end of the school year this form should be put in the students permanent cum folder.
- Medication must be delivered to the school in a container that has been properly labeled by a pharmacy. The information on the bottle must match the information provided on the forms.
- Students may not self-administer medications (doctor prescribed or over the counter). This means they may not carry medication with them and adult supervision is required when the medication is administered. The only exception to this rule is for inhalers, but proper documentation and following appropriate procedures still applies.
- Over the counter medications will be treated as prescription medicines and must come in the container that it was purchased in, with the above mentioned forms on file at the school.
- Non-medical school personnel should administer only oral and inhalant medications.
- If the drug or dosage of the medication is changed, new forms must be filled out and filed in the office.
- The school district nurse may work with the school to develop an emergency plan for any student who has a medical need that may develop into a health hazard requiring medication as a treatment (i.e., anaphylactic reactions, diabetic insulin reactions, oxygen administration, etc.).

ORCHESTRA

Orchestra is offered to 4th and 5th grade children interested in instrumental music instruction. Instruction will be provided twice a week before school. Information about enrollment in the Orchestra Program is available at the office.

RECORDS (CODE GBL; Parent Notification Required)

Accurate and up-to-date information for emergencies is critical. Please notify the school immediately when changes occur in addresses, telephone numbers, or emergency numbers. Changes in names given for emergency contact or for custodial reasons need to be given to the school promptly. If you plan on moving, the school can give you a copy of the student's records but the original records need to be sent to the new school.

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents may submit a written request identifying the records they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading. Parents may ask Logan City School District to amend a record that they believe is inaccurate or misleading. They should write a letter to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational interests. A school official is:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel)
- A person serving on the School Board
- A person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist)

- A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses information contained in education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Note: Personal information about students, known as directory information, can be made public. This information may include a student's name, address, telephone number, and other information typically found in school yearbooks or athletic programs. Photographs or videotapes of school and classroom activities and public performances are also included in this classification. If parents do not wish this information to be made public, the school must be contacted at the beginning of the school year.

REFOCUS ROOM

Teachers strive to maintain a high number of positive interactions with students and limit negative interactions with students. Praising them, expressing appreciation and gratitude, encouraging them and pointing out every good thing possible is our main goal. We want to reach out to students in kind, loving and helpful ways while building on strengths rather than dwelling on weaknesses or mistakes. We all make mistakes and we can all learn from them.

We believe that students must be responsible for their actions while we support them through the consequences they experience. Loving and caring educators foster cooperation and democracy. They teach students social skills and acceptable ways to resolve conflicts and problems. Successful students learn and apply these skills in their relationships with others. Most of the students function in productive, friendly ways as they learn to work through their problems with others. They also learn to control their own behaviors when they interact with others. If a child doesn't learn this...we have cause for concern.

If a child is consistently disrupting a class, fighting or simply not getting along there may be a serious underlying problem. When this happens we will notify parents. When necessary, consequences of violating the safe school policy will be followed. Showing empathy for a student while holding him or her accountable is vital for the student to

grow in self-esteem and responsibility. We want children to learn to accept responsibility for the consequences of their choices. We all have choices but once those choices are made the results must be dealt with...whether positive and to our advantage or negative and to our disadvantage.

REGISTRATION

Immunization and birth records and the address of the previous school attended are necessary in order to register. New students will begin class the day following their registration. Children who are five years old on or before September 1st are eligible for Kindergarten.

SAFE SCHOOL POLICY (CODE JFC)

All students have an opportunity to learn in a safe environment that is conducive to the learning process, and free from unnecessary disruption. The Utah Legislature passed a law that requires school districts to develop a conduct and discipline policy for all students. The following provisions govern the conduct of students in the Logan District Safe School Policy:

Proactive strategies for improving student behavior and limiting the exclusion of students from school:

- Provide parents and students with a written copy of the school's discipline and conduct policy
- Principal, teachers and staff shall use proactive intervention strategies that anticipate problem behaviors before they occur.
- Students shall comply with applicable rules of conduct as well as all federal, state and local laws and ordinances
- Students shall be civil and respectful to other people and obey persons in authority at the school

Students may be suspended or expelled from school for the following reasons:

- Frequent or flagrant willful disobedience, defiance of proper authority, or repeated disruptive behavior; including the use of foul, profane, vulgar, harassing or abusive language.
- Willful destruction or defacing of school property.
- Behavior or threatened behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school.
- Possession, control, or use of an alcoholic beverage.
- Behavior that threatens harm or does harm to school or school property, to a person associated with the school, or property associated with that person, regardless of where it occurs.
- Commit an offense against an educator
- Other behavior, speech, or actions reasonably determined by school personnel to warrant suspension or expulsion.

A student shall be suspended or expelled from school for any of the following reasons:

- The possession, control, or actual use or threatened use of a real weapon, explosive, firearm, or noxious or flammable material.
- The actual or threatened use of a look a like weapon with intent to intimidate another person or to disrupt normal school activities.
- The sale, control, or distribution of a drug or controlled substance, an imitation controlled substance, or drug paraphernalia.
- The commission of an act involving the use of force or the threatened use of force.

We use a variety of discipline principles, approaches and intervention strategies for improving student behavior and limiting the expulsion or suspension of students from school. A copy of our Discipline Plan is available at the office.

SAFETY

Safe walking routes have been established and maps are available identifying the location of crosswalks and sidewalks. Parents have the responsibility to practice walking the safe route with their children.

Slow down to 20 MPH or less when driving near the school. Park, load and unload students in designated areas only. See Hillcrest Traffic Safety Map on page 16.

Skates, skateboards, scooters, roller blades or roller shoes are discouraged at school.

Students should not bring CD players, sports equipment, toys, electronic games, cards or other potential nuisance items to school without teacher authorization.

It is against Logan City ordinances for a student to throw snowballs, sticks, rocks, or any other “projectiles”. Such behavior may result in a student being suspended from school. (See Safe Schools Policy)

Please report lost or stolen bikes directly to the police. A student is allowed to ride a bicycle to school when:

- A parent has given permission.
- All riding safety and courtesy rules are known and willingly followed by the rider, (e.g., not riding double).
- The bicycle is parked and locked in the bike racks.
- The bicycle is not ridden on school grounds during, just before, and just after school.
- The rider wears a helmet. Please be sure to label your child’s helmet.

Sports or games that involve excessive physical contact are not allowed (e.g., tackle football, rugby, “King of Bunkers Hill”, etc.).

Students should not climb trees, rails, basketball standards, the school building or other structures not intended for climbing.

Students are not automatically covered by accident insurance while attending school. It is the responsibility of parents to provide accident insurance for their children. Information about obtaining student insurance is sent home with students at the first of the year and is also available at the office.

SEP CONFERENCES

SEP (Student Educational Plan) conferences are our major means of goal setting and reporting pupil progress to parents. Scheduled conferences will be held twice a year. Additional conferences may be scheduled any time during the year by either the parent or the teacher to discuss individual problems.

STUDENT PLACEMENT POLICY

Creating a successful school with high academic achievement starts with placing students in equally balanced classes. We try to take into account the individual needs of the students as well as the composition of the whole group.

Student Placement Information Forms are available in the office for parents who want to bring pertinent placement information to the attention of the principal. The placement information form may not be used to request a specific teacher. Student Placement Information Forms are due before the first day of May. We want to place students in a manner that builds a positive, cooperative relationship between the home and the school. We appreciate parent input that is provided in a timely and thoughtful manner that will help us better serve our students.

Students will be notified of teacher assignments for the next school year on the last day of school. As you consider your child's placement and/or review class lists, please keep in mind that a great deal of thought and consideration goes into student placement. Applying decades of teaching experience and training the teachers spend considerable time conferring with one another. They make critical and important decisions regarding placement of each student. It is virtually impossible for parents to know all factors that must be taken into consideration. For this reason we are unable to make any changes in placement during the first few weeks of school, so please do not call with requests.

TELEPHONE USE

The secretary or an office aide is available to take calls from 8:30 a.m. to 4:00 p.m. Teachers are not available to take phone calls during instructional time (please be prepared to leave a message). In order to keep the lines available for school business, students will not be allowed to use the phone without permission. Arrangements for transportation home or requests to go home with a friend need to be discussed before a child leaves home in the morning, not after school on the phone.

VIDEOS IN THE CLASSROOM

Videos must be used for instructional purposes. Videos that are purchased or rented may be used according to the following requirements:




- The video is shown in the classroom. Auditoriums are not to be used for showing such videos.
- The teacher is present with the students when the video is shown.
- Showing videos for recreation, reward, or entertainment purposes is prohibited.
- The video is a lawfully made and obtained copy.
- Video materials that are rated PG, PG-13, NC-17, R or X by the motion picture association, and TV programming that is rated TV-PG, TV-14, or TV-M should not be shown in their entirety in school.

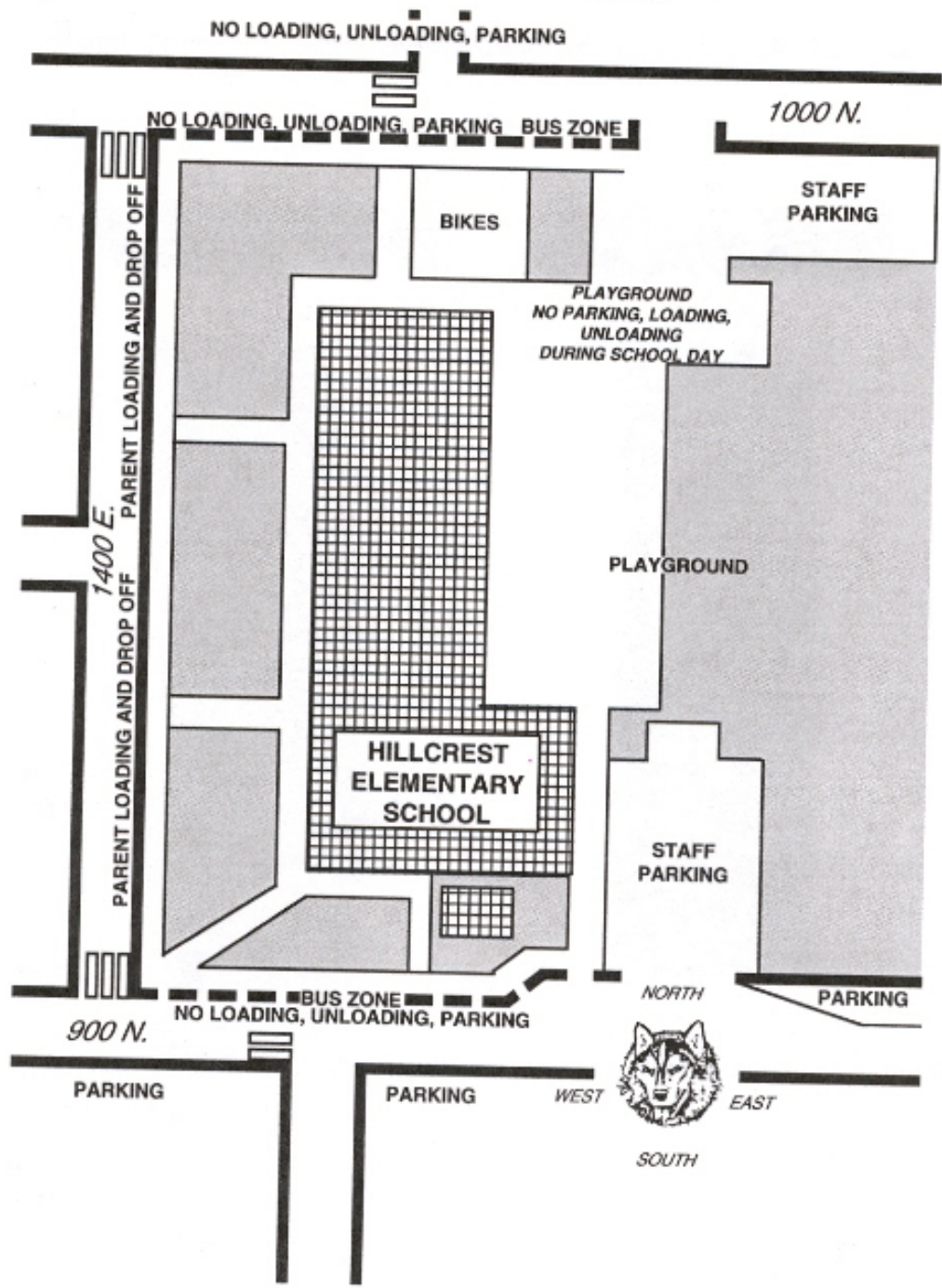
VISITORS

Parents are welcome at school and may visit classrooms at any time. Classroom visits must be scheduled in advance with your child's teacher. Teachers can be contacted ½ hour before school and ½ hour after school. Please notify the office before visiting the classroom.

Only enrolled students will be allowed to attend classes. Student visitors, friends, cousins, and home guests cannot be accommodated at school.

HILLCREST TRAFFIC SAFETY MAP

-  NO LOADING, UNLOADING, PARKING BUS ZONE
-  GRASS AREA
-  PAVED AREAS



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