

# **Blanding Elementary School**

## **Handbook**



## **2015-2016**

### **Non-Discrimination Statement**

The San Juan School District does not discriminate on the basis of age, color, disability, national origin, pregnancy, race, religion, or sex in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policy: Human Resource Director, San Juan School District, [200 North Main Street, Blanding, Utah 84511](#), [\(435\) 678-1270](#). You may also contact the Office for Civil Rights, Denver, CO, [\(303\) 844-5695](#).

**Certified Staff Members**

Mark Burge	Principal
Shelby Eldredge	Counselor
Valarie Turk	Pre-School Teacher
Mindy Moulton AM/PM	Kindergarten
LeeAnn Parker AM /PM	Kindergarten
Rebecca Larson	First Grade
Sara Monson	First Grade
Ashley Lacy	First Grade
Sandra Gear	First Grade
Patty Lyman	Second Grade
Karen Lee	Second Grade
Kati Lyman	Second Grade
Linda Smith	Second Grade
Billie Sue Nielson	Third Grade
Lynnett Brewer	Third Grade
Patricia Helquist	Third Grade
Sherilynn Grover	Third Grade
Jolin Redd	Fourth Grade
Keith Kartchner	Fourth Grade
Alton Chamberlain	Fourth Grade
Tina Crofts	Fourth Grade
Liz Adams	Fifth Grade
Donna Turk	Fifth Grade
Julie Lee	Fifth Grade
Robert Turk	Fifth Grade
LaRee Bell	Special Education
Camille Langston	Special Education
Debbie Pugh	Special Education
Lori Webb	Interventionist
Mindy Taylor	Interventionist
Maryleen Tahy	Heritage Language
Tad Barton	Physical Education

**Classified Staff Members**

Susan Lee	Secretary
Jeri Montella	Secretary
Sylvia Nielson	Librarian
Lisa Wright	School Nurse (two days/week)
Rodney Kyles	School & District Tech (BES & ARL)
Corey Workman	Head Custodian
Tim Jelly	Custodian
Gloria Eberling	Kitchen
Toni Hurst	Kitchen
Maydene Kaye	Kitchen
Ursula Shumway	Kitchen
Sheila Black	Special Ed Para-Educator
Liela Buck	Special Ed Para-Educator
Ellarita Manheimer	Pre -School Para-Educator
Florinda Poyer	Pre-School Para-Educator
Margaret Benally	Computer Lab Aide
Suzanne Johnson	Interventionist

## Daily Schedule

### Monday, Wednesday, Thursday

7:40 – 7:55 a.m.	Breakfast is served
8:00 a.m.	First bell
8:05 a.m.	Tardy bell/ Classes begin
2:50 p.m.	School ends

A.M. Kindergarten  
8:05-11:05

P.M. Kindergarten  
11:50-2:50

### Tuesday

8:10-8:25 a.m.	Breakfast is served
8:25 a.m.	First Bell
8:30 a.m.	Tardy bell/Classes begin
2:50 p.m.	School Ends

A.M. Kindergarten  
8:30 – 11:05

### Friday

7:40-7:55 a.m.	Breakfast is served
8:00 a.m.	First bell
8:05 a.m.	Tardy bell / Classes begin
1:00 p.m.	School Ends

A.M. Kindergarten  
8:00-10:15 a.m.

P.M. Kindergarten  
10:50-1:00pm

## Lunch Schedule

11:00-11:35 a.m.	1st grade
11:05-11:25	Kindergarten
11:15-11:50 a.m.	2nd grade
11:30-12:05 p.m.	3rd grade
11:45-12:20 p.m.	4th grade
12:00-12:35 p.m.	5th grade

## 2014-2015 Important Dates

August	4-6	Registration
August	13	First day of school
September	7	No School-Labor Day
September	16	Parent -Teacher Conference
October	16-19	Fall Break
November	25-27	Thanksgiving Break
December 23- Jan 6		Christmas Break
January	18	Martin Luther King Jr. Day
February	10	Parent- Teacher Conference
February	15	President's Day
March	14-18	Spring Break
April	15	No School- Easter Break
April	18	No School-Easter/Snow Make up
May	26	Last day of school

1<sup>st</sup> Term (45 day) August 13-Oct 15

2<sup>nd</sup> Term ( 43 day) Oct 19 – Dec 22

3<sup>rd</sup> Term ( 45 day) Jan 7- Mar 11

4<sup>th</sup> Term ( 47 day) Mar 21 – May 26

## Attendance

Regular attendance at school is necessary for each child to achieve maximum academic success. Utah State Code (53A-11-101.5 Compulsory education) requires all children under the age of 14 to enroll in and attend school. San Juan School District policy (6140.1) requires students between the ages of 6 and 18 to attend school or have an excused absence for at least 180 days of the regular school year, unless exempted.

### How to Excuse Your Child

Parents/Guardians must call or send a note no later than the day after an absence. This notification must include:

1. Name of child, Date of absence(s), reason for absence, parent signature

### Acceptable Excused Absences

1. Personal sickness
2. Sickness or death in the family
3. Weather or road conditions making travel dangerous
4. An unusual cause approved by the Principal
5. An approved school activity

Five (5) or more unexcused absences in a school year will result in a Notice of Compulsory Education Violation. A letter will be sent home encouraging parents to make sure their student attends school according to law, and this information will also be added to Student Information Systems (SIS).

Ten (10) unexcused absences in a school year will result in notification of the San Juan School District, and a letter will be sent to parents requesting a meeting to discuss the number of absences. This information will also be added to Student Information Systems (SIS).

Fifteen(15) unexcused absences in a school year will result in notification of the San Juan School District, and a letter will be sent to parents requesting a meeting to discuss the number of absences. *If the parent does not meet with school staff and the student continues to miss school, the parent will be referred to the courts for Educational Neglect.* This information will also be added to Student Information Systems (SIS).

If a student has a high number of excused absences, a meeting will be set up with parents to discuss the needs of the student and ways to improve attendance. If the student's academic performance is affected because of excused absences, then further action will be taken as outlined above.

### Tardy/ Early check out

Being late for class or being checked out repeatedly is unacceptable. All students coming late to school must report to the office. They must bring a dated and signed note from the parent explaining the reason for the tardy or the parent must come into the office. Parents may also choose to provide this information by phone call.

**A student that is frequently checked out of school has the same result as being absent or tardy.**

Ten (10) tardies will result in the notification of San Juan School District, and a letter will be sent home outlining ways to improve attendance.

Fifteen (15) tardies will result in the notification of San Juan School District, and a letter will be sent home requesting a meeting with parents to discuss the attendance issues. If attendance does not improve and a student continues to be late, further action will be taken and could result in a parent referral for educational neglect.

## **Bus**

Riding the bus to and from school is a privilege, not a right. The school has the right to refuse the student access to the bus based on poor behavior and/or repeated offenses.

Transporting our children is an important job which requires focusing on the road in order to deliver our children safely. Students are expected to follow the driver's directions and behave appropriately on the bus so that the drivers can do their job. Students should engage in appropriate conduct on the bus, including:

- Remain seated until the bus comes to a complete stop at school or home;
- Do not run on the bus;
- Keep books and bags on their laps or under their seats;
- Keep the aisle clear;
- Do not disturb the driver with loud talking, yelling, or foul language;
- Ask the driver's permission to open windows;
- Put all garbage in the trash, not out the windows;
- Keep hands, arms, heads, or feet inside of the bus windows;
- Do not touch the emergency doors, exit controls, or bus safety equipment except in a drill or real emergency;
- Eat or drink at home or school, but not on the bus;
- Quickly obey the driver's instructions;
- Do not push or crowd when entering or exiting the bus; use the handrail;
- Walk in front of the bus and wait for the driver to signal that it is safe to cross.

Students are not allowed to bring the following items on the bus: Tobacco, alcohol, illegal drugs, living or dead creatures or animals, weapons or facsimiles, explosive devices, chemicals, balloons, food or drink not provided by the school, or glass containers.

Students are expected to follow all school rules and expectations while at the bus stop and while on the bus.

### **Bus Rule Violations**

**1<sup>st</sup> Offense** – The student will receive a written warning for their behavior. The bus driver may assign seats as a result. The student will not be allowed to ride the bus until a parent has signed the warning paper.

**2<sup>nd</sup> Offense** – The student will receive a written warning for their behavior. The bus driver may assign seats as a result. The student will not be allowed to ride the bus until a parent has signed the warning paper.

**3<sup>rd</sup> offense** – The student will not be allowed to ride the bus anymore. Parents will be responsible to providing the transportation.

Bus students must bring a note from home if they are staying in town at night and will not be riding the bus home.  
Non-bus students cannot ride a bus for any reason!

## **Parent Concerns**

Positive Communication is the key to resolving concerns or conflicts. The following steps will make sure that concerns are resolved in a timely and effective manner.

1. Communicate with the teacher in a positive and constructive manner while looking for solutions. If your concern is not resolved, go to step 2.
2. Communicate with the Principal about the concern. There may be a possible meeting with parent and teacher. If your concern is not resolved, go to step 3.
3. Communicate with Ron Nielson, elementary supervisor, at the district office. There may be a possible meeting with Mr. Nielson, the principal, and teacher. Mr. Nielson will be the liaison between parents and school staff. He will also communicate with the superintendent if necessary.

## **Gang Related Activity**

It is the school's position that gang activities that threaten the safety or well-being of persons or property on school grounds, or disrupt the school environment are harmful to the educational process. For these reasons, the following activities are prohibited and shall subject any student engaging in them to disciplinary action:

- Any activity involving an initiation, hazing, intimidation, assault, or other activity related to gang affiliation;
- Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate other students, or disrupt the regular school day;
- The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attributes signifies membership or affiliation with a gang. In particular, no bandannas, baggy pants with oversized pockets, or pipes, belts, chains that hang down more than 5 inches, may not be worn.

## **Illness**

Healthy children learn better!

- 1) If your child has a fever, vomiting, diarrhea, or appears ill, please keep him or her home from school. Contact our office to excuse your child and bring a note from a doctor.
- 2) During winter weather please dress your children appropriately. For example, one undershirt, a jacket, hat, and mittens. Rubber boots or snow boots are needed if the weather is wet or snowing.
- 3) Doctor referrals are made with care and with your child's best interests in mind. If the nurse requests that you take your child to the doctor, please do so and then let the nurse know of the results. Please check your child's head once a week for lice or eggs and let the nurse know if you suspect a problem

## **Deliveries to students**

Individualized, student holiday deliveries (Christmas, Valentine's Day, Birthday, etc.) are not allowed at school or during the school day (i.e.: flowers, balloons, gifts, etc.). If a student chooses to bring a birthday treat to

school he/she must adhere to the following guidelines: (a) bring enough for every child in the class, and (b) be a packaged item from a store.

### **Lost and Found**

Lost and found items will be placed in the lobby. Items unclaimed for over 1 month will be donated to a charity organization.

### **Personal Belongings**

Items not part of the educational program should be left at home unless permission is obtained from the teacher. Blanding Elementary accepts **no liability** for lost, damaged, or stolen belongings.

#### Bicycles and Scooters

All bikes and scooters must be parked in the bike racks. We suggest that they be locked while at school.

#### Electronic Devices

Electronic devices such as cellular phones, iPods, iPads, will **not** be allowed in school or on school grounds during the school day. Kindle and Nook devices are allowed at the discretion of the classroom teacher. Blanding Elementary Faculty is not responsible for loss, broken or stolen student personal items.

**1<sup>st</sup> offense:** Any electronic devices used during the day will be taken and returned at the end of the day.

**2<sup>nd</sup> offense:** Any electronic device used during the school day will be taken and a parent must come and get it.

**3<sup>rd</sup> offense:** Any electronic device used during the school day will be kept until the end of the school year.

#### Wheels

Skate boards, roller blades, heelies, and all other such wheeled devices will **not** be allowed in school or on school grounds during the school day.

**School Dress Policy:** Please note the following general reminders as you prepare your school clothes.

BES encourages students to take pride in their attire as it relates to the school setting.

Students are expected to dress in a manner that takes into consideration the educational environment, safety, modesty, health, and welfare of self and others.

The following standards are expected:

- Clothing should be neat, clean, and modest
- No bare midriff or exposure of the midriff when arms are raised
- No exposure of underwear or under-garments
- No jewelry in piercings other than the ears
- No spaghetti straps or tank tops
- Skirts and shorts must reach to the top of the kneecap
- Students may not wear hats or beanie in the school unless there is an approved school activity
- No pajamas or sleepwear including slippers
- No extreme hair styles or colors, including spray hair color that interfere with the learning environment as determined by the classroom teacher and the Principal
- Exceptions to the above may be made for special dress up or costume days at the discretion of the Principal

#### **Please note:**

- Parents will be contacted to correct any dress code issues
- Appropriate athletic shoes are highly encouraged for daily participation in physical education activities during school (recess & PE)

## **Visitors**

Parents and community members are welcome to visit the school. All visitors to the school, including parents, must sign in at the office and obtain a visitor's pass/badge before proceeding to their destination. Only students registered at Blanding elementary are allowed to participate in classes or activities on school property. Students are not allowed to bring friends or relatives to school to take part in regular classroom activities.

## **Checking students out**

We would like parents to follow the procedures when checking out students from school. This will allow Blanding elementary to keep track of all students.

- Students may only be checked out by persons authorized by parent or guardians.
- Stop by the office and let the secretaries know which student you want to check out, and they will call the classroom and the teacher will send the student to the office.

## **Communication with Teachers**

We encourage communication between parents and school staff. To minimize disruptions during instruction, please follow the procedures.

- Contact the teacher before or after school
- Check in at the office and the secretaries will give the teacher a message
- Email is a great way to contact the teacher
- Please do not visit the classroom during the school day to talk with the teacher or talk with your student.

## **Published Student Pictures**

Blanding Elementary will be frequently posting pictures and names of students in the school. There will be times when students' pictures will be in the newspaper. We will send home permission slips and they will need to be signed if you do or do not want your student's picture and name posted.

## **MEDICATION AT SCHOOL**

Utah law states that medication may only be administered to a student by school personnel if the student's legal guardian has provided a current written and signed request by a physician stating that medication must be administered to the student during regular school hours, and that the statement describes the exact method, amount, and time schedule for administration. **This means that students are not to bring any type of medication to school.** This medication should be brought to the office by the parent. Please see our office staff for the required forms that must be on file.

Reminder—students may not have medication in their possession. Therefore they may not share any kind of medication with friends, including over the counter medications such as cough drops or ibuprofen.

## **Accelerated Reader**

We want to motivate students to read, and we will be using Accelerated Reader and reading calendars to help with motivation. Teachers and students will work together to set goals, and these goals will be monitored throughout the year. There are rules that we need all teachers, students, and parents to follow to make this program more successful.

- All students will have the opportunity to take AR tests at school.
- Students will take tests on books they have read.
- Students may not take a test for another student. Any student that takes a test for another student will be excluded from any reward activity, no matter how many points the book was worth.
- Testing will not be allowed at home.
- Accommodations may be made for students based on student need.

