Grovecrest Elementary

Grizzlies



Student Handbook

2017-2018

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Dear Parents,

Welcome to the 2017-2018 school year. I am looking forward to working with the wonderful students and parents in the Pleasant Grove Community for another year. This year, our school theme is “Creating the Wonder Effect”.

Grovecrest Elementary has a fine reputation of excellence in education.

The Grovecrest Staff is rich with experience, innovation, and passion for educating our young people and creating that wonder effect. We have several educators joining our faculty who are highly skilled in various areas and will be a welcome addition to our stellar staff. We pledge to continue to build upon the superb education that Grovecrest families have experienced over the past years.

This handbook has been produced to communicate important information about Grovecrest Elementary and its policies. I would encourage you to read the following material. As you look through the handbook, you will find hidden words that together, create a message. Come to my office at the beginning of the year with the message and I will give you a treat! Should you have any questions, please contact us here at the school.

Thank you for your support of Grovecrest Elementary. The staff and I welcome you to a year of progress and achievement. We look forward to working with you.

Sincerely,

Mr. Kyle Hoopes

Principal

## SCHOOL INFORMATION

**Grovecrest Elementary School**

1037 North 300 East

Pleasant Grove, UT 84062

School Office (801) 610-8109

School FAX (801) 785-8715

Nurse (801) 610-8109 Extension 166109

Attendance (801) 610-8109 Extension 166755

School Colors Navy Blue and White

Mascot Grizzly Bear

Website http://grovecrest.alpineschools.org

### TELEPHONE INFORMATION SYSTEM

Please call **801-610-8109** for Grovecrest’s Voice Mail System. Each teacher has an extension (the ext. is 166 plus the room number) for non-emergency messages. Please [THE] note that teachers are unable to answer their telephone during the instructional day. They will return your call within 24 hours.

### FIRST DAY OF SCHOOL

**Students 1-6 Grade: Tuesday, August 22**

**9:05-3:30 p.m.**

Tuesday-Friday Times:

First Bell 9:00

Second Bell 9:05

School Ends 3:30

**Kindergarten: Tuesday, August 29**

**AM 9:05 – 11:50**

**PM 12:40 – 3:30**

### SCHEDULE & APPOINTMENTS

Class assignments and appointment times will be communicated by mail to parents in the first weeks of August. Kindergarten teachers will use the first five days of school to meet individually for 30 minutes with their students. Tuesday, August 29 will be the first day of regular class for kindergarten students.

### OPEN HOUSE

An opportunity for students to come and meet their teacher will be provided. Classroom teachers will contact students to set up individual appointments to be held **Wednesday, August 16th.**  In addition, teachers will conduct a Developmental Reading Assessment **(DRA)** with your child to gain insight and direction for individual and meaningful instruction.

### BACK TO SCHOOL NIGHT

Back to School Night will be held on Wednesday, August 31st beginning at 5:00 p.m. There will be a General PTA Meeting at 6:00 p.m. in the gym. Activities [BEST] will include faculty introductions, partnership introductions, PTA business, volunteer sign-ups, and classroom breakout sessions. The focus is to introduce parents to the school curriculum and programs. Parents of grades K-6 are invited. The Grovecrest PTA will also provide information on fundraisers, volunteering, registering for memberships, and more.

### EARLY OUT MONDAYS

Alpine School District has pursued a philosophy of individual school improvement that is underscored by a collaborative culture focused on student learning. After collecting feedback from educators and patrons, the Alpine Board of Education adopted a district-wide Early- Out Monday schedule that supports the process of collaborative teaming. Students will be excused **one hour early** **every Monday**, allowing teacher teams to function in collaborative work. Every school in the district will enjoy the benefits of this collaborative time.

### SCHOOL HOURS

|  |  |
| --- | --- |
| **Office** | **8:00 a.m. – 4:00 p.m.** |

|  |  |  |
| --- | --- | --- |
|  | **Monday** | **Tuesday-Friday** |
| **Kindergarten**  **AM** | 9:05– 11:50 | 9:05 – 11:50 |
| **Kindergarten**  **PM** | 12:35 – 2:30 | 12:35 – 3:30 |

|  |  |  |
| --- | --- | --- |
|  | **Monday** | **Tuesday – Friday** |
| **Grades 1-6** | 9:05 – 2:30 | 9:05 – 3:30 |

**Lunch Schedule**

|  |  |  |
| --- | --- | --- |
| Grades 1 & 2 | Grades 3 & 4 | Grades 5 & 6 |
| 11:30-12:10 | 11:55-12:35 | 12:20-1:00 |

### SCHOOL SUPPORT STAFF

#### **Principal** Mr. Kyle Hoopes

**Partnership Facilitator (TSA)** Ms. Stacey Freeman

**Lead/Financial Secretary** Mrs. Sheila Chipman

**Attendance Secretary** Mrs. Michelle Cryer

**Head Custodian** Mr. Steve Hadley

**Librarian** Mrs. Cheryl De St. Jeor

**Lunch Manager** Mrs. Connie Beck

**Lunch Financial Clerk**  Mrs. Denice Apgood

**Nurse** Mrs. Wendi Whatcott

**MISSION STATEMENT**

***The Mission of Grovecrest Elementary***

To be

Prepared

Aware and

Committed

To Inspire Every Child to Become Successful

***The Vision*** of Grovecrest Elementary School is; students are empowered with the requisite knowledge and skills to soar to their potential. A challenging and differentiated curriculum will enable students to attain high achievement. The academic, social, and emotional growth of students will be nurtured and measured within a supportive educational climate. This climate will be the cornerstone of Grovecrest’s success and will be created by a community that advocates partnerships, effective communication, and outstanding collaboration for the benefit of all learners.

***Values***

We, the stakeholders of the Grovecrest Community value:

* Student Achievement
* Mutual Respect
* Personal Responsibility
* Academic opportunity
* Communication, collaboration, and partnership
* Community Partnerships

***Mantra – Every Child is My Child***

I consider every child my child, and the failure [WAY] of any one of them is not an option. I am humble enough to ask for help and think abundantly enough to share resources and best practices.

**LEADERSHIP COMMITTEES**

**PTA OFFICERS**

**President:** Kari Coon [pgkaricoon@gmail.com](mailto:pgkaricoon@gmail.com)

**President Elect:** Jennifer Amador [jenniferamador@me.com](mailto:jenniferamador@me.com)

**Secretary:** Stephanie Maxwell [s.r.maxwell@gmail.com](mailto:s.r.maxwell@gmail.com)

**Treasurer:** Crystal Edwards [Lcedwards321@msn.com](mailto:Lcedwards321@msn.com)

**VP Legislative:** Cheryl Drake [drakecheryl@hotmail.com](mailto:drakecheryl@hotmail.com)

**VP PR:** Cricket Veenker [cricketveenker@gmail.com](mailto:cricketveenker@gmail.com)

**Leadership VP:**

**Teacher VP:** Wendi Austin [waustin@alpinedistrict.org](mailto:waustin@alpinedistrict.org)

**Principal:** Kyle Hoopes [kylehoopes@alpinedistrict.org](mailto:kylehoopes@alpinedistrict.org)

**Carnival Chair:** Cortney Schelin [cortneyschelin@gmail.com](mailto:cortneyschelin@gmail.com)

**Fitness:** Meredith Cloward [cmcloward@earthlink.net](mailto:cmcloward@earthlink.net)

**Health/Safety Chair:**

**Monthly Newsletter**:

**Home Reading Library:**

**Reflections:** Sherri Goff [sherrie@blackcanyonsigns.com](mailto:sherrie@blackcanyonsigns.com)

**SCHOOL COMMUNITY COUNCIL**

**MEMBERS**

**Co-Chairs:**

Angela Johnson [angeladjohnson14@gmail.com](mailto:angeladjohnson14@gmail.com)

Janna Hubert [jannahubert@yahoo.com](mailto:jannahubert@yahoo.com)

**Council Members-**

**Principal:** Kyle Hoopes [kylehoopes@allpinedistrict.org](mailto:kylehoopes@allpinedistrict.org)

Asst. Principal: Stacey Freeman [sfreeman@alpinedistrict.org](mailto:sfreeman@alpinedistrict.org)

Carrie Ann Newman [CarrieAnn@inewtech.com](mailto:CarrieAnn@inewtech.com)

Tami Asbell [tamiasbell@yahoo.com](mailto:tamiasbell@yahoo.com)

Misty Ivie [mistyivie@gmail.com](mailto:mistyivie@gmail.com)

Angela Johnson [angeladjohnson14@gmail.com](mailto:angeladjohnson14@gmail.com)

Anna Southam [andie13ny2@yahoo.com](mailto:andie13ny2@yahoo.com)

Brittany Cowley [ausjima@q.com](mailto:britcowley@hotmail.com)

Nedra Snyder [nedrasnyder@gmailcom](mailto:nedrasnyder@gmailcom)

Jennifer Amador [jennifer.amador@emc.com](mailto:jennifer.amador@emc.com)

**Teacher:** Tambee McKell [tmckell@alpine.k12.ut.us](mailto:tmckell@alpine.k12.ut.us)

**District:**

# GROVECREST & ALPINE SCHOOL DISTRICT

# CALENDAR 2017-2018

**FALL TRIMESTER**

**August** 10-12 New Student Registration

16 DRA Assessments by appointment

22 Class Begins

22-26 Kindergarten Pre-Assessment

23 PTA Board Meeting 12:00-1:00

29 Kindergarten Begins

31 Back to School Night

30 Hearing Screening (Grades K,1,3,5)

**September** 4 Labor Day – No School

13 Room Mother’s Tea 3:45 p.m. Cafeteria

21-15 Safety Week

20 Vision Screening

22 School Pictures

27 Grovecrest PTA Meeting 12:00-1:00pm

25 PTA Carnival

**October** 2 Reflection Kick-Off

4-5 Parent Teacher Conferences 4:00-7:30 p.m.

2-6 Book Fair

19-20 Fall Break (NO SCHOOL)

23 Professional Development Day (NO SCHOOL)

23-27 Red Ribbon Week

25 Grovecrest PTA Meeting 12:00-1:00pm

27 School Picture Make-up

24-27 Reflections Entries: Due to office by 3:30 p.m.

31 Halloween Parade 10:00 am

**November** 9 Reflections Recognition Night

17 End of Trimester 1

**WINTER TRIMESTER**

29 Grovecrest PTA Meeting 12:00-1:00pm

22-24 Thanksgiving Break (NO SCHOOL)

**December** 20 - ½ day-Jan 2 Winter Break (NO SCHOOL)

**January** 3 Classes resume

15 Martin Luther King Jr. Day (NO SCHOOL)

24 Grovecrest PTA Meeting 12:00-1:00pm

**February** 7-8 Parent Teacher Conferences 4-7:30 p.m.

19 Presidents’ Day (NO SCHOOL)

28 Grovecrest PTA Meeting 12:00-1:00pm

23 End Trimester 2

**March**

**SPRING TRIMESTER**

6-9 Battle of the Books

5 Professional Development Day (NO SCHOOL)

28 Grovecrest PTA Meeting 12:00-1:00pm

**April** 2 Snow make up day (NO SCHOOL)

3 Teacher Compensation Day (NO SCHOOL)

4-6 Spring Break (NO SCHOOL)

9 State Core Testing SAGE(Grades 3-6) Starts

15 Grovecrest PTA Meeting 12:00-1:00pm

23 PTA Sponsored 5K Fun Run

**May** 7-11 Teacher Appreciation Week

18 Kindergarten Graduation

16 PTA Volunteer lunch 12:00-1:00 p.m.

17 State Core Testing SAGE(Grades 3-6) Ends

25 6th Grade Graduation

28 Memorial Day (NO SCHOOL)

24 Dance Festival

29 Fun Run/Field Day

30 Awards Assembly

31 Last Day of School (8:45-10:15)

**POLICIES & PROCEDURES**

### ATTENDANCE

### ABSENCE LINE: (801) 785-8714

**Excused Absences -** Any absence due to illness, death in the family, religious observance, or other circumstances, should be called in by 9:30 a.m. on the day of the absence. After 9:30 a.m., your child will be marked absent and you will be notified by phone.

**Family Vacations and Special Events** - When possible, please consult with your child's teacher to discuss the impact on your child's education and the necessary make-up work upon your child’s return.

**On Time -** It is important for students to report to school on time. Children coming late to school should report to the office with parents before reporting to the classroom.

**Mid-Day Checkout -** In order to have a child released from school a parent must come to the office in [TO] person. Students will be released only to their parents or an officially designated representative.

**Early Arrivals -** Supervision is provided fifteen minutes prior to the beginning of school. Students are not to arrive on the school grounds before 8:50 a.m. On “bad weather days”, students may enter through the west entry doors and walk in the hall to their classroom. Students are not permitted in other areas of the school building prior to 9:00 a.m. unless they are participating in breakfast in the cafeteria.

### ARRIVAL OF STUDENTS

**Kindergarten** students entrance to the building is through the

**main** doors of the building.

**Grades 1-6** will walk out to the playground. Classes will be assigned a specific place to line up and teachers will come out to greet and gather students at the first bell.

**Inclement Weather:** Students will enter through the main doors and go down the hall until they reach their classroom.

### BALLROOM DANCE

Students entering grades 4-6 will have the opportunity to participate on a before or after school Ballroom Dance Team. They will receive personalized dance instruction, learn proper dance techniques and etiquette, and participate in several team events and competitions. Students interested in joining the team will need to sign up on Open House or Back to School Night. Angie Lowe is the Grovecrest Ballroom Facilitator and can be reached at [Angielowe@gmail.com](mailto:Angielowe@gmail.com)

### BICYCLES, SKATEBOARDS,

### ROLLER BLADES, HEELY’S, & SCOOTERS

Students who ride bicycles to school are expected to observe the following rules:

a. Follow traffic rules

b. Park in racks with bicycle locked (at owner’s risk)

c. Walk bicycles on and off school grounds

*d. Bicycle helmets are required for all students*

Students may lose their eligibility to ride their bicycles if rules aren't followed.

Skateboards, Scooter’s, Heely’s, Roller blades or other wheeled modes of transportation are not approved school transportation and should not be brought to school by students.

### BIG BROTHERS BIG SISTERS

The BBBS (Big Brothers Big Sisters) program is offered to students who could benefit from assistance from student volunteers after school on Tuesdays and Thursdays. If you feel that your child could benefit by having a “big brother or sister” to help with homework, reading, having fun, playing games together, please contact your child’s teacher.

### BATTLE OF THE BOOKS

Battle of the Books is a reading incentive program for students in grades 3rd-6th. Students [PREDICT] read books and come together to demonstrate their abilities and test their knowledge of the books they have read. The competitions are similar in style to the TV series Family Feud or Whiz Kids styles of competition. Book lists are available at <http://goo.gl/YLjX0s>. For more information, contact our Cheryl De St. Jeor via email [cdestjeor@alpinedistrict.org](mailto:cdestjeor@alpinedistrict.org)

### BOOKS & SUPPLIES

All textbooks are loaned to students free of charge with students responsible for loss or damage. Check with your child’s teacher for a recommended list of school supplies.

### BUS INFORMATION

Children should not arrive at a bus stop more than five minutes before the bus arrives. Pupils being transported are under the authority of the bus driver. The bus drivers share the mutual interest of parents and staff for the safety of the child and should be given due respect by all students.

BUS RULES include:

* Be on time for the bus, but no earlier than five minutes prior to bus time.
* If you miss the bus, go directly home. Have a family plan for this possibility.
* Stand a safe distance from the curb.
* Get in line when the school bus is approaching, ready to board the bus.
* Remain seated when bus is in motion.
* Keep hands, arms, head and objects inside bus windows.
* Leave bus only at regular bus stop.
* Talk in normal tones so the driver can hear.
* Eating and drinking on the bus is not allowed.
* School projects and animals accepted only with prior approval.
* Playing of radios and CD’s is not permitted.
* Always have a plan of where to go if parents are not home after school.

Bus Discipline - Continued referrals for misbehavior will lead to a loss of bus privileges for a specific number of days determined by the Principal.

Late Buses: When we expect a bus to be more than 15 minutes late, all students will be afforded the opportunity to call parents and inform them. School personnel will supervise students delayed by a late bus until the bus arrives.

### CHORUS

Students entering 4-6th grade have an opportunity to participate in the Grovecrest Chorus before school on Tuesday and Thursday. If your child would like to be involved, please contact Mrs. Hubert at extension 166135.

### GROVECREST CITIZENSHIP PROGRAM

Grovecrest Elementary School’s faculty and staff are committed to the development of a positive discipline management program based upon Alpine School District Board policy #5060. Emphasis is placed upon the positive rather than the negative. Rules of discipline are developed to help ensure the learning, safety and well being of our students and faculty.

Our philosophy is to praise the positive while placing the responsibility for unacceptable behavior upon the student. We will not accept behavior that interferes with the learning, safety, and well being of our students.

Each student will be considered individually. The administrator will consider past history or violations, severity and circumstances. Based on the administrator’s findings the child’s behavior may lead to one or more disciplinary actions.

The Grovecrest Social Skills Program serves to teach responsibility, self-management, communication, and conflict resolution skills. Good communication, positive reinforcement, and consequences, are all important elements of the program.

**School Rules**: I am responsible to…

1. Follow directions from all adults.

2. Speak kind words to others.

3. Keep my hands and feet to myself.

4. Give my best effort.

5. Learn something new everyday.

**Motto:** I am a Grovecrest Grizzly. Today I will: Respect myself and others, obey the school rules and work responsibly to become a life long learner.

### CHECKING STUDENTS IN & OUT/CLOSED CAMPUS

We encourage parents to make doctors appointments before or after school. Parents are required to sign and log their child out. Students are not allowed to leave the campus once they arrive. Students who choose to go home for lunch need to submit to the office written parent permission to leave campus.

### COMMUNICATION

Good communication is the key to a successful partnership with school. Getting the correct information at the right time is essential to good home-school relationships. Check your child’s backpack, planner and school folders on a daily basis. Look for information regarding classroom, school and community matters. Whenever you have a question regarding Grovecrest, please call.

**Student Planners-** Grades 4-6 have student planners to track their own assignments.

**Students’ Grades-** Students’ grades (grades 1-6) and attendance are accessed via the Internet through Skyward.

**ParentLink** – Parents will be notified by telephone and/or email through our ParentLink Telephone System for unexcused absences or important school events. Please make sure a current phone number and email address is on file in the office.

**Monthly Newsletter/Internet/Website-** Check these resources for news that you can use. The school website address is: <http://grovecrest.alpinedistrict.org>

**Twitter –** Follow Grovecrest’s twitter handle @grovecgrizzlies for realtime updates of what is [THE] going on at Grovecrest.

**Marquee-**Please refer to the digital marquee that is located on the northwest side of the building or the marquee on the front side of the building for information of timely activities and/or events.

### CONFERENCES

We encourage open communication between our staff and parents. If you have a concern regarding your child, ***your first communication should be with the classroom teacher.*** If you feel you do not receive resolution with your concern, then a meeting can be scheduled with the teacher, principal and parent. We ask that parents schedule an appointment with the classroom teacher; however, please **refrain from conferencing with the teacher during instructional time.** Our teacher’s first responsibility is to teach and attend to the children.

### DRESS CODE

Casual dress is appropriate for school, however, it is important to follow these guidelines:

* Shorts may be worn as long as they fit properly (not too short).
* Tops that show bare midriffs, strapless outfits, spaghetti straps, muscle shirts, and see-through blouses/shirts are not allowed.
* Avoid clothing with inappropriate pictures or language. (South Park, beer commercials, etc. are not appropriate).
* Hats may be worn to school, but they should not be worn indoors.
* Tennis shoes are strongly suggested for PE to avoid injury.
* For safety reasons, platform heels, flip-flops, open-toed shoes or tennis [FUTURE] shoes with platforms are discouraged.
* Noticeable makeup or unusual hair coloring is not appropriate for elementary students and disruptive to the educational process.

### DISCIPLINE POLICY

In order for over 750 people to learn, live and work together in a productive, safe, and comfortable environment, appropriate behavior is necessary. Alpine School District, Grovecrest Elementary, and each class has established realistic and reasonable guidelines for all students to

follow; allowing learning to take place without disruption. Minor problems are handled by the classroom teacher, through discussions with the student and the use of a think time procedure. Repeated disruptive incidents will be referred to the principal or assistant principal.

Schools are established for the benefit of all students. Learning to exhibit appropriate behavior is a major benefit of the school experience, which helps prepare individuals to function successfully in other social contexts outside of school. It is an essential learning in a democratic society. The educational purposes of the schools are accomplished best in a climate of student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated.

**When a student is referred to the principal or assistant principal the following course of action will be taken:**

√ 1st visit – discussion with student about problem

√ 2nd visit – call to parents

√ 3rd visit – lunch detention (call to parents)

√ 4th visit – partial day in-school suspension (conference with parents)

√ 5th visit – full day in-school suspension (conference with parents)

√ 6th visit – out of school suspension (conference with parents)

However, depending on the severity of the offense, this process could be accelerated.

Following is a brief summary of reasons for suspension established by Alpine School District. In order for this policy to be administered effectively and fairly, your cooperation is essential, and we thank you in advance.

**CAUSES FOR SUSPENSION AS OUTLINED BY ALPINE SCHOOL DISTRICT**

1. Steals or attempts to steal school or private property

2. Causes, attempts to cause, or threatens damage or harm to school, school property, or another person

3. Threatens or possesses the use of any real, look-alike, or pretend weapon(s), incendiary devices or dangerous objects

4. Possesses, uses, sells or otherwise furnishes or is under the influence of any controlled substance

5. Possesses or uses tobacco

6. Commits an obscene act or engages in habitual profanity or vulgarity

7. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior

8. Is truant from school

9. Sexual Harassment

### EMERGENCY INFORMATION

In the event of an emergency, the policy at Grovecrest School is to retain the students at the building when conditions are safe.

Should there be a major disaster, teachers and staff members will [IS] remain at the school to care for the students. In the event that the school becomes unsafe, **students will be moved to Pleasant Grove Jr. High.**

Students may only be released to parents or to another parent-designated adult. Teachers will keep a written record of student releases. This emergency checkout record will include the time the child was checked-out of school, and by whom. Parents are asked to notify the school office of any changes in emergency contact information during the year (address, email and phone numbers).

### FIELD TRIPS – Permission and Supervision

Students without written permission to participate in a field trip will be placed in another classroom for the day. It is not permissible for parents to bring younger siblings when they are supervising a fieldtrip. The parent’s full attention should be given to the safety of the children they are supervising during the fieldtrip.

### HEALTH SERVICES

**FIRST AID**

First aid is limited to the immediate temporary care of an accident or sudden illness. The criteria for sending a child home include:

a. A temperature of 100 or above.

b. A possible communicable disease.

c. Vomiting or diarrhea.

d. An injury requiring further medical attention.

When the school nurse or a trained first aid responder determine that a student should be home for reasons of illness or injury, the following procedure will be followed:

a. The nurse or emergency responder will call the emergency contact on the student's emergency form to arrange transportation. For legal purposes, the school nurse or faculty does not transport students.

b. The contacted adult is directed to the office to sign for the student's release.

**COMMUNICABLE DISEASES**

The following guidelines will help to control communicable diseases in our school environment:

1. No child with a fever should be sent to school. A child should not return to school until free of fever for 24 hours.
2. Students with nausea, vomiting or diarrhea should stay home.
3. Restlessness at night, red, watery eyes, flushed face, headache and swelling on the face are often signs of oncoming illness and the child should not be sent to school.
4. A child with a "mild" cold and no fever may come to school. A child with a "heavy" cold with uncontrollable runny nose and a deep, hacking cough should stay home.
5. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

**MEDICATIONS**

1. The office and/or school nurse, whether they are [TO] prescription or over-the-counter medications, must hold all medication/pills.

1. Medications are to be administered by the nurse or a designee assigned by the building principal.
2. All drugs must be in the original container and may only be administered in the amount stated.
3. The parent or legal guardian must bring all prescription medication to the nurse or the secretary in the office.

CHRONIC ILLNESS

If your son or daughter has a chronic health condition that results in intermittent absence from school, it is the parent’s responsibility to contact the office for procedural information.

HEALTH SCREENING

During the fall of each school year, the school nurse conducts a vision screening. A referral form will be sent home if the school nurse deems further evaluation necessary.

If your child or your family has an unusual health situation that could affect your child's performance in school, please notify the school nurse or the school office as soon as possible.

### IMMUNIZATIONS

All children in public school are to have documented evidence of at least the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (5) DTP, DtaP, DT, Tdap | (4) Polio | (2) MMR | (3) Hepatitis B | (2) Hepatitis A  (2) Varicella or Positive for Chicken Pox Disease |

* The 5th DTP and 4th Polio immunizations need to be given after the child’s 4th birthday.
* The 1st MMR immunization must be given after the first birthday.

The date of the required immunizations must be reported to the school before a child may attend school. There is no grace period. Immunizations and records are available from your private physician or from the Utah County Health Department (370-8700, 589 South State, Provo).

### INSURANCE

Grovecrest Elementary does not carry medical insurance on students for accidents that may happen at school. If your child is uninsured, you may contact the office for information regarding student insurance options for purchase. Accidents that occur at school during school hours should be reported immediately to the school office and principal.

### GRADING/STUDENT INFORMATION SYSTEM

**Grades and attendance** are accessed via the Internet. You need the Student’s ID# and Student password. This information is sent to parents at the start of the school year. You may access Skyward the following ways:

1. Log on to <http://alpineschools.org>

Under the Parents heading Click Skyward login. Enter the student’s ID# and password then press go.

OR

2. Log on to Grovecrest’s website <http://grovecrest.alpineschools.org> Under the Parents/students heading enter “SKYWARD”:

If you need your student’s ID and Password, please call the school, 801-610-8109.

### INTERNET AND NETWORK RESOURCES

Students have the opportunity to use computers at school as a valuable learning tool. All families are required to sign a permission slip to allow student access to the Internet and other networked [CREATE] resources at school. Permission is filed out. Please note the school staff is committed to supervise the use of these resources. Please consider this carefully bearing in mind how much technology is a part of the learning process now.

### LIBRARY

Children will have the opportunity to visit the library weekly as a class or by obtaining a pass from their classroom teacher.

Books will be circulated for a week, with two renewals, if needed.

Each child is responsible for items checked out. There will be a charge for lost or damaged materials.

A student with an overdue library book is not allowed to check out additional books until the overdue book is returned.

### LOST & FOUND

Students should write their names in ink on the labels of their coats, sweaters, lunch pails, etc. **Lost articles are placed in the lost & found box cafeteria of the school.**

Smaller items, such as glasses, watches, jewelry, change purses, keys, etc., are taken to the school office.

Unclaimed articles left in the classroom for at least two weeks will be placed in the lost and found box.

**Items not claimed will be donated to charity the week following each trimester.**

### BREAKFAST & LUNCH PROGRAM

Students may purchase a hot lunch or they may bring their own lunch from home. The cost for a school lunch is:

Student Lunch $1.50

Milk $ .30

Adult Lunch $2.50

### BREAKFAST & LUNCH PROGRAMS CONT.

To purchase a lunch, send a check (Alpine School District) or cash to school with your child. Students are assigned a computer identity number, which allows them access to their own lunch account. Lunch accounts are carried from one year to the next including from elementary to secondary. When the account is down to one lunch left, the child will receive a stamp or a note will be sent home informing the parent that more money is needed.

**Lunch credit can be purchased up to 15 minutes before school with the lunch clerk in the lunchroom**. Students are asked to purchase lunches in multiples of $1.50 with a minimum deposit of $30.00. Siblings will not be able to use each other’s accounts.

**AUTOMATIC MEAL PAYMENTS**: Parents may choose the convenience of paying on line at:

<https://www.mypaymentsplus.com>.

Parents can view the lunch balance when they register on this web page at no cost.

**FREE OR REDUCED LUNCHES & BREAKFAST**

Application forms are sent in a newspaper publication by the Alpine School District to all homes in July. To apply for free or reduced price meals, you may either send the application in the mail to Alpine School District, Food Services, 490 N. State Street, Lindon, UT 84042, or access forms at:

<http://alpineschools.org/departments/nutrition-services-lunch>, and fax them to the Food Service Office at 801-796-3103. For questions, please contact the Food Service Office at 801-610-8030. Families on free or reduced lunch at the end of school last year at any Alpine District School will remain on the program for 30 days.

***Reapplication must be made* for the families to remain qualified.**

**LUNCH CHARGES:** Students may only be allowed to charge two lunches. To avoid calls from the lunchroom clerk, watch for the stamp on the hand and send money the following day.

Students without a lunch should report to the school office by 10:30 a.m. so that other arrangements can be made.

### LUNCHROOM / RECESS STUDENT EXPECTATIONS

Students are expected to remain seated, eat their lunches using good manners, talk respectfully with their classmates, and clean their area when finished eating in the lunchroom. Students should walk entering or leaving the cafeteria.

During recess, students have an opportunity to play appropriately with their classmates. They may choose to play safely on the equipment, join in various field games or simply socialize with their friends. Contact sports are not allowed. During extreme weather conditions, students may be directed to their classrooms and supervised by teachers and aides. Students are expected to follow directions from the aides throughout the lunch and recess periods.

LUNCH PERIODS:

Grades 1 & 2 11:30-12:10

Grades 3 & 4 11:55-12:35

Grades 5 & 6 12:20-1:00

### MAKE-UP WORK

When students are absent or out of class, it is the student's responsibility to talk with his/her teacher to obtain missed assignments. Teachers will cooperate with the students in getting the necessary assignments.

Parents requesting assignments for absent children must make the request BEFORE 10 AM on the day they would like to pick up the material in the office after school.

### PROFESSIONAL DEVELOPMENT DAYS

Alpine District is interested in continuing professional development opportunities for all educators. This year there will be 2 days throughout the school year that students will have no school for teacher professional development. Teachers will be at the school to receive updated, research-based instruction and curriculum development to enhance the learning for all students. The days on which there will be no school are as follows:

Monday, October 20

Monday, March 9

### PARTIES AT SCHOOL

Student will have class parties scheduled during the school year.

It is permissible for children, on their birthdays, to bring a light refreshment for their classmates. Please coordinate with your child’s teacher. The Alpine School District requires that any food that is brought into the school, needs to be commercially prepared and packaged. Please consider a healthy snack as an option.

### PARTIES AWAY FROM SCHOOL

Students often invite classmates to special celebrations outside of school - most commonly birthdays. ***Please note that it is not permissible to distribute these invitations at school.*** This can often cause unintentional hurt feelings within the classroom.

### PERIODIC PROGRESS REPORTS

Teachers can use periodic Progress Reports in order to notify parents of general trends in student work habits and/or achievement. These reports can be sent at the teacher's option at the mid-point of each grading period, or other times as needed.

### PHYSICAL EDUCATION

Loose and comfortable clothing appropriate to the weather should be worn on PE days. For the safety of the student, tennis shoes are required.

### PROHIBITED ITEMS AT SCHOOL/CELL PHONES

Items that are not connected with the school program [IT.] (MP3 players, toys, electronic games, pagers, etc.) are to be left at home. Weapons and look-alike weapons are not allowed at school. Students may use school phones before or after school. If a child carries a cell phone for emergency purposes, it must be turned off and placed in the student’s backpack during the school day. Cell phone use during instructional time is disruptive and will result in the phone being confiscated. Parents and student will be required to meet with the principal.

Non-school related items are subject to loss and damage (for which the school cannot be responsible) and could be disruptive in the classroom and on the playground.

### REPORT CARDS

Report cards will be distributed at the conclusion of each trimester.

See calendar for trimester dates.

### PARENT TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for parents of students, K-6 grades, during the first week of October and February. See Calendar for dates. Parents are strongly encouraged to attend. Appointments are scheduled through our on-line scheduler found on our school web site.

### SPECIAL ACCOMMODATIONS

If you or your child has a disability that requires special accommodations, please contact the school principal.

**Programs for Students with Disabilities:**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; 2) has record of such impairment; and 3) is regarded as having such an impairment.

The Alpine School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be tolerated in any program or practices in the school district.

Under Section 504, the school district has the responsibility to afford access to appropriate educational services if the student is determined to be eligible.

### SPECIAL PLACEMENT REQUESTS

The administration is anxious to provide equal opportunity to all students, as well as meet the needs of the individual. To achieve fairness, the school is responsible in bringing about a proper balance of classes with regard to size and ability span. No one area can be overlooked without producing inequity for students and teachers. With these factors and goals in mind, the educational staff has compiled [ABRAHAM] class groupings. Careful thought was given to unusual circumstances that warranted consideration in student placement. While the administration would like nothing more than to grant all parent requests, it is sometimes impossible as a result of classes being scheduled to capacity.

### TELEPHONE USE

Please communicate all family plans prior to the beginning of the school day and assist your child with organizational skills that will allow them to be responsible for their learning materials, lunches and special projects that they may need during the school day.

Children are permitted to call home if they are not feeling well or hurt. Children will not be permitted to use the phone after school to coordinate play dates with friends. These arrangements must be made prior to the school day.

### TRAFFIC SAFETY

**General Parent Guidelines:**

* Please enter and exit in the parking area as the signs direct.
* Never ask your children to run across the street, or in-between buses or cars. Parents and children should use cross walks, and where possible cross with the crossing guard.
* The SOUTH EAST PARKING LOT is the pick-up and drop-off area for children who DO NOT ride a bus.
* The NORTH EAST PARKING LOT is the area for bus pick-up and drop-off.
* Avoid blocking traffic by organizing your child before and upon leaving school (i.e., lunch money, parent notes, etc.).

**Front Parking Area:**

* The red curb is for unloading and loading- a vehicle should not be left unattended.
* The lane next to the curb is a bus drop and loading zone only.
* Please do not enter the NORTH EAST parking lot through the exit on 300 East. The entrance [Lincoln] to the front parking lot is on 1100 north. The entrance to the SOUTH EAST parking lot is on 300 East.
* You should not park and leave your car next to the curb at any time of the day. You may wait at the curb for your child, but you should pull completely forward to allow for others to wait.
* If you are blocking traffic next to the curb, you should pull out, park in a designated stall, or move out and circle again.
* Pull into the parking spots provided as indicated by the arrows so the flow of traffic will not be blocked.
* Please do not backup. If you backup at any time, you increase the chances of a child getting hurt.

**South East Kindergarten Drop off/Pick up Area:**

1. Always drive in the direction of the arrows.

2. All Kindergarten students being picked up will stand by the fence (up to 5 minutes after school) until a parent has pulled up to the curb.

3. Kindergarten children should not go into the parking lot unless accompanied by a parent.

### VOLUNTEERS

There is a menu of opportunities for YOU to be involved at Grovecrest. You may assist in the classroom, Grovecrest PTA, School Community Council and the Library to name a few. Parent involvement and volunteerism has a direct positive impact on student performance.

We ask that if you choose to volunteer in your child’s classroom that you ***refrain from bringing young children/babies and others who are not enrolled at Grovecrest*.** Often younger siblings can be a distraction to the teacher, students and learning within the classroom.

Please sign in as a PTA volunteer through the KeepnTrack computer in the office. These hours help Grovecrest PTA to qualify for non-profit tax status as well as qualify and acquire PTA lobbying time at the state capital for educational issues.

### VISITORS

Parents and visitors are welcomed guests at Grovecrest Elementary. When visiting our school, please enter through the North Main Entrance and report to the office and pick up a visitor badge. This procedure honors our commitment to your child’s safety and the rights of all students at Grovecrest.

**School age children cannot participate in school activities unless registered at Grovecrest.**

***Casual walk-ins to the classroom are highly discouraged,*** *because teachers cannot give attention to individual parents while delivering instruction to students. Please contact your child’s teacher before or after school if you wish to communicate.*

### WITHDRAWAL FROM GROVECREST

Parents should notify the school office in writing or by telephone at least two days prior to the student's last attendance day. All school materials loaned to the student must be returned. If school materials are lost, damaged or cannot be returned, parents are responsible to cover the costs of these items.

### SCHOOL FEES NOTICE

**FOR FAMILIES OF CHILDREN IN**

**KINDERGARTEN THROUGH SIXTH GRADES**

**If you need assistance with understanding this document, please contact the school principal.**

**The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (even though the grade may be part of a middle school). You cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used 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.**

**Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals or milk. All information, which you provide in application, will be kept confidential.**

**State law and State Board of Education rules do not permit schools to charge fees for anything that takes place during the regular school day! Fees may only be charged for programs offered before or after school, or during school vacations. If your family’s assets do not exceed the statewide fee waiver asset limits and your child is eligible for free school lunch or receives SSI payments, or if you are receiving AFDC or if the child was placed in your home by the government as a foster child, the school must waive the fees. A school administrator may require your family to complete a Statewide Fee Waiver Questionnaire even if you satisfy the income eligibility guidelines for fee waivers. The conclusion of this asset test may determine your student’s eligibility for fee waivers. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you might be eligible for a waiver even if other eligibility criteria are not met. If your local school board allows your school to charge fees, a Fee Waiver Application (Grade K-6) and, if required by your district, a Statewide Fee Waiver Assets Questionnaire, are enclosed. Your school will give you additional information about fee waivers if you ask.**

**School funds are limited, and your school may need help. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). No child may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip though some may not have made a donation.**

**If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed below:**

**Grovecrest Elementary** **Utah Issues Information Program, Inc.**

Mr. Kyle Hoopes SLC, UT 84101

School telephone: 801-610-8109 801-521-2035 or 800-331-5627

**Alpine School District Utah Legal Services, Inc.**

District telephone: 801-610-8476 1-800-662-4245

### PTA Message

The PTA plans and earns money for many important and fun activities that take place throughout the year. Things like Back-to-School Night, Reflections, Drug and Alcohol Prevention, Classic Skating, Field Day and the Carnival. We hold fundraisers as well that help bring our community and children together during the year to help finance these activities.

You can help your children by volunteering to help the PTA and by volunteering to help within your student’s classrooms. Another very important part of PTA is becoming an actual member of PTA. It is very inexpensive and it really makes a difference when it comes time to lobbying at the legislature on important issues. The more members we have the more time we have on the floor of the state and national capitals to lobby for the interest of our children.

Who can attend meetings? Everyone is invited. PTA Meetings will be held the fourth Wednesday at noon in the basement multi-purpose room. You’re welcome to attend and we hope to see you there!

### GROVECREST 2014-2015

### FACULTY & STAFF LISTING

**Room &**

**Ph. Ext. 166**

Mr. Hoopes Principal 750

Ms. Freeman Assistant Principal (TSA) 751

Mrs. Chipman Financial Secretary 755

Mrs. Cryer Attendance Secretary 756

Mr. Hadley Head Custodian 761

Mrs. De St. Jeor Media Center Specialist 759

Mrs. Apgood Lunch Financial Clerk 760

Mrs. Whatcott School Nurse 758

Mrs. Beck Lunch Manager 760

Mrs, Murphy Computer Specialist 213

Mr. Green Interventionist 218

Mrs. Robinson Speech 122

Mrs. Sallenback Special Education K-4 120

Mrs. Miller Special Education 5-6 120

Mrs. Larsen Special Ed Life Skills Unit 131

Mrs. Anstead School Psychologist 126

Mrs. Hodson P.E./Health Specialist 116

Mrs. Hubert/Mclendon Music Specialists 230

***Kindergarten***

Mrs. McCoy Kindergarten 101

Mrs. Gillette Kindergarten 103

***Grade 1***

Mrs. Clow Grade 1 109

Miss Hull Grade 1 111

Mrs. McKell Grade 1 107

Mrs. McLelland Grade 1 105

***Grade 2***

Miss Connell Grade 2 125

Mrs. West Grade 2 119

Miss Higgins Grade 2 123

Mrs. Herman Grade 2 121

***Grade 3***

Miss Schafer Grade 3 133

Mrs. Whetton Grade 3 129

Miss Derksen Grade 3 131

Mrs. Whipple Grade 3 127

***Grade 4***

Mrs. Austin Grade 4 223

Miss Redd Grade 4 225

Mrs. Fiorucci Grade 4 229

Miss Oswald Grade 4 227

***Grade 5***

Mrs. Day Grade 5 219

Mrs. Shumway Grade 5 221

Mrs. Johnson Grade 5 217

Mrs. Lee Grade 5 215

***Grade 6***

Mr. Johnson Grade 6 205

Mrs. Krall Grade 6 203

Mrs. Rooke Grade 6 201

Mrs. McCleskey Grade 6 207