



I AM A CHAMPION...SEE ME SOAR!

VIEWMONT ELEMENTARY

Viewmont Elementary School Parent and Student Handbook

It is the policy of the Murray City School District and Viewmont Elementary to provide and promote equal opportunity without discrimination because of race, color, gender, religion, national origin, age, or disability. The District provides reasonable accommodations to the known disabilities of students in compliance with the Americans with Disabilities Act.

School Motto: *"I Am a Champion...You're Going to See Me Soar!"*

School Colors: Viewmont's colors are red, white, gray, and black. Students are encouraged to wear the school colors, especially on designated Spirit Days.

School Mascot: Viewmont's mascot is an eagle. It is one of the largest birds in North America. It evokes strong feelings of patriotic pride as the national symbol of the United States.

Safety Patrol: Every fifth grade student has the opportunity to serve on the Safety Patrol. These students are responsible for helping students safely cross the parking lot area before and after school.

Flag Patrol: Every sixth grade student has the opportunity to serve on the Flag Patrol. These students are responsible for respectfully raising and lowering the flags in front of the school.

STUDENT ATTENDANCE

Viewmont Elementary operates within a traditional nine-month calendar. Most students within Viewmont Elementary boundaries walk to school with bus services only provided to students with disabilities.

Office Hours: 8:00 a.m. – 3:30 p.m.

School Hours for Grades 1-6:	Mon-Tue-Thu-Fri Wednesday	8:25-3:00 8:25-2:00
School Hours for AM Kindergartners:	Mon-Tue-Thu-Fri Wednesday	8:25- 11:20 8:25- 10:30
School Hours for PM Kindergartners:	Mon-Tue-Thu-Fri Wednesday	12:10-3:00 12:00-2:00

Students should not arrive on the school grounds before 8:15 a.m. Students may not be dropped off or picked up in the back parking lot.

Absences

Regular school attendance is required by Utah State Law, but more importantly, it should be remembered that learning is an on-going process with each concept solidly attached to those that preceded it and those that will follow. Therefore, to ensure that concepts and skills are consistently

learned, regular school attendance is necessary.

In the event of an absence, parents are requested to notify the school (call and leave a voicemail or email before 9:00 a.m.) and indicate the reason for the absence.

Please schedule appointments after school hours. We discourage students from staying out of school for vacations or babysitting activities. Habitual absences could cause the school to report such absences to county social services.

In accordance with State Compulsory Attendance Laws (53A-1 1-10 1) every school age child must be in school. The parents are responsible for their child's regular school attendance. It is a misdemeanor if you fail to have your child in regular attendance. After 5 unexcused absences the procedures set forth in the Utah Compulsory Attendance Laws will be followed and enforced.

Tardiness

Promptness is crucial to a smooth start of each school day. When students are tardy it is disruptive to the teacher's teaching and the other students' learning time. It is also discouraging to the student who arrives late as they are behind in instruction and many times have to make up the lost time by having additional homework or missing out on other preferred activity time. Please insist that your child begin the school day on time. Students will be required to make up the class work they have missed. All tardies are recorded. Excessive absences and tardies may be reported as educational neglect. Parents will be notified regarding excessive tardies and/or absences before further action is taken. Any student arriving late to school must check in at the office to get a tardy slip before going to class.

Release During School Hours

It is imperative that children stay on the school grounds from the time of their arrival until dismissed. No child is to leave the school grounds during regular school hours for any reason unless he/she has written permission from his/her parents. For a student to be dismissed early from school, parents are required to come into the office and sign their children out. Please do not checkout your student early to avoid waiting in traffic; this disrupts the teacher as she/he is giving their final instructions of the school day.

Staying after School

In accordance with Murray School District Policy #P.S. 419.1, parents will be notified in advance if students are asked to remain after school. On occasion, students may stay for special projects or extra help.

Visitors

For safety and liability reasons, all visitors must sign in and wear a badge after they enter the school prior to visiting students or teachers. This will allow us to monitor who is in the building. Parents are welcome and encouraged to visit the school. If you wish to do so, please contact your child's teacher in advance, as visits or interruptions during school hours without prior arrangements are disruptive to classroom activities. Your cooperation is greatly appreciated.

Students may not attend classes unless they are enrolled as full-time students in Viewmont Elementary School. Occasionally a child asks to bring a cousin or friend to spend the day with him/her. We are unable to grant permission to visit because of school liability reasons.

HEALTH

Students entering Kindergarten and all others new to Murray schools must be immunized for hepatitis A/B, varicella (chicken pox) diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, and rubella. Verification of birth date (birth certificate) is also required.

Any significant health problem of a student should also be reported to school personnel at the time of registration. It is critical that both the school secretary and the child's teacher be made aware of health problems to ensure the safety and welfare of each child.

Health Room

Viewmont has a Health Room where injured or ill students are taken or sent when necessary. A parent, or other person named on the Emergency Card will be contacted when necessary. **Please let the office know when phone numbers and addresses change.**

Student Medication

If children should require medication during school hours, parents and the student's medical provider must complete a medication release from the school office. No medications of any kind can be administered without the parent and medical provider previously completing this form. All medications must be prescribed by a doctor and be in the original prescribed container. Students are not to have any medications-including cough drops, etc.- in their possession. Students with asthma may carry their inhaler on them only when a proper medical form, signed by the student's medical provider has been filled out, signed, and returned to the school office. A blank Self-Administration Form for an Asthma Inhaler is available in our office.

Contagious Diseases

Contagious diseases should be reported as soon as possible to the school to provide timely notification to health authorities and to parents of classmates. Exclusion from school is necessary for the period of contagion.

Vision and Hearing Screening

Students in Kindergarten through Sixth grade are given vision and hearing screenings at several different intervals during their elementary school years. If difficulties are discovered, parents are notified via a notice from the District Office. This notice may be taken to a doctor to complete a more extensive examination.

SAFETY

Traffic Safety

- Heavy traffic in school areas necessitates careful observances of driver and pedestrian safety rules.
- Obey all traffic rules.
- Obey proper traffic flows. Parents needing to drop off or pick up children should cooperate with the school by using its designated location. Drop off and pick up your children only in the designated loading areas following the one-way only direction.
- Urge children to refrain from running or pushing other children into streets in front of cars. Please drive slowly and watch out for children who might run in front of your car.
- Please be considerate of other drivers and park only in the parking stalls provided, regardless of how long you plan to be in the building.
- There is NO PARKING on the north side of Anderson Avenue across from the school. Please park in the parking lot on the north side of the school, *or* in front of the school along the sidewalk on the south side of Anderson Avenue. If you park on the north side of Anderson Avenue you may be cited, even if you are sitting in your car. It is dangerous for children to cross during the traffic chaos in this unsupervised area. Please help us keep them safe.

Bus Safety

All parents received a copy of the Murray City School District Bus Safety Policy during registration. Please read this information and go over it with your student.

Walking Safety

- Crossing Guards will assist students in crossing major intersections. The crossing guards are present 30 minutes before the first bell rings and after school is dismissed. Please encourage your children to walk on the sidewalks or designated crosswalks for their protection. For their safety, children should not leave the sidewalk until all traffic has stopped.
- Safety Patrol members are available daily to help students cross the parking lot.
- Students are advised by the school to not accept rides from strangers, and to go directly home from school. Roller blades, roller shoes, scooter, skateboards, and bikes are not to be used on school property. Scooters may be stored on your student's coat hook; bikes must be locked (provide your own chain) in the bike rack.

Bicycle Safety

A bicycle parking area is located in front of the building. The bicycle area is not secured. Bikes should be placed in the bike racks and securely locked with personal locks. Review with your children the bicycle safety rules. For safety reasons, please walk bicycles on and off school grounds. Bicycle riders must follow the directions of the Safety Patrol members and traffic crossing guards. The school and district are not liable for stolen bicycles.

Playground Safety

Teachers and Playground Aides supervise recess activities. Rules governing playground conduct are frequently reviewed. Students staying at school for lunch are supervised on the playground by supervisors from 11:30 – 12:40.

We feel it is important for students to go outside during recess time. We ask parents to see that their children are appropriately dressed for the weather conditions. On most days students will be expected to go outside. However, on exceptionally cold or stormy days, they will be allowed to stay in. We realize at times a child may be required to stay in because of an illness or an injury. For an illness that may require your child to stay inside for an occasional school day, send a note to the teacher for each day that the child needs to stay indoors. If your child has had a serious illness or injury requiring him/her to remain indoors for more than three consecutive days, a doctor's note will be needed. If this is the case, please phone the teacher to make special arrangements.

Eagle Expectations: Recess

1. Use equipment correctly
2. KYHFOOTY (Keep Your Hands, Feet, Other Objects To Yourself)
3. Stay in own area
4. Listen for signal, line up quickly and quietly
5. Show good sportsmanship

Eagle Expectations: Cafeteria

1. Walk
2. Sit at your classroom table and stay put
3. Eat your own food and clean up after yourself
4. KYHFOOTY (Keep Your Hands, Feet, Other Objects To Yourself)

Emergency Drills and Information

- Fire and disaster drill rules and procedures are reviewed with students each September. Drills are held throughout the year.
- In case of an imminent storm or tornado forecast occurring around dismissal time, students are not released until the danger has passed. Parents may come to school to pick up their own children at such times. Children will not be released into the care of a neighbor unless their parents have sent a written request or are listed on the student's emergency card.

The following summary is provided for you in order that you may be acquainted with our procedures and so that you can assist in providing your children with instructions that they will need if such a situation occurs:

Emergency Where School Is NOT Dismissed:

In case of an emergency in which students remain at school, the principal will be responsible for giving warning and instruction to faculty, coordinating with local authorities, and maintaining contact with Murray City School District officials. Teachers will be well acquainted with the school's emergency preparedness plan and take appropriate measures to ensure the safety of all students. In case of a building evacuation they will take their students away from the building to their designated place, account for each child, and report to the principal. Students will have the responsibility of following the instructions of their teachers quickly and completely. Students will remain with their teacher at all times. When local authorities give their clearance, the students and staff will return to their classrooms and resume class work.

In case of a situation in which the local authorities and district office find it inadvisable to re-enter the building or dismiss the students, teachers will escort their students to designated pick up areas for emergency evacuation procedures. If this emergency occurs during blizzard or freezing conditions, students will be escorted to Riverview Jr. High, where they will be housed in the auditorium.

Emergency Where School IS Dismissed:

When communication has been received from the Superintendent that our school will be closed, the school will try to notify parents through radio, television broadcasts, the District website, social media, and telephone. For this to happen during a school day would be a last resort under extreme conditions. No student will be sent home without prior notification to the parent/guardian directly.

Please discuss with your children the steps they would need to take in case the school had to be closed.

EVERY CHILD SHOULD:

- 1) know that we cannot count on telephone service in any emergency that would involve closing the school,
- 2) know the prearranged neighbor's name that is authorized (on the Emergency Card) who may come for them,
- 3) know their responsibility with regard to siblings. It is suggested the oldest child in the family be responsible for picking up younger brothers and sisters from the designated pick up areas,
- 4) know the most direct route home,
- 5) know the location of an extra key to the house,
- 6) know what your personal instructions and policies are that apply when the child is in the house alone.

Safe and Orderly Schools

All parents received a copy of the Murray City School District Safe and Orderly Schools Policy during registration. Please read this information and go over it with your student.

Dress Code

Experience indicates that there is a real and reasonable connection between proper dress and grooming and the maintenance of school discipline. Dress should not interfere with the learning environment of a school or prove a hazard to the student's safety or the safety of others. Therefore the following standards have been set:

1. School dress should be comfortable and clean at all times.
2. Hats and visors are not permitted inside the school building. Bandanas are not permitted at all.
3. Clothing and hairstyles which are conspicuous and extreme are not allowed. For example:
 - a. spiked clothing, chains
 - b. clothing with obscene or suggestive images and/or depicting favorable attitudes toward drug and alcohol use
 - c. clothing (such as sagging pants), badges, jewelry, or mode of appearance that denotes gang involvement or affiliation
4. Students will not be allowed to wear clothes that are mutilated or immodest, such as short shorts, mini-skirts, bare midriffs, halter-tops, tank tops, or other similar attire. Shorts which are of modest length (arms extended to side of body—bottom of shorts must match extended fingertips) may be worn during the first and last quarters of school.
5. In the interest of good hygiene, proper footwear (shoes) and socks should be worn at all times. To prevent injuries to the feet, flip-flops or loose sandals are not permitted.

Student dress and grooming will be the responsibility of the individual and his parents/guardian.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- Dress and grooming will not be disruptive to the teaching-learning process.
- Parents may be contacted to bring appropriate clothing to the school for their child.
- Children who are continuously dressed in soiled clothing or clothes that are too small may be referred for assistance through state programs.

Lost & Found

Please label all jackets, sweaters, coats, lunchboxes, sports equipment, etc. your child brings to school. We would like to prevent as much clothing loss as possible. All found items are placed in the lost and found box located in the foyer. Students missing any personal items should check there. We donate many unmarked items to a charitable organization when we no longer have space to store them on a regular basis. The Lost and Found Box is located on the west side of the school lobby.

Textbooks and Supplies

In case of loss or damage to school texts, library books, or other supplies and equipment furnished by the school, students will be expected to pay a replacement fee.

Bringing Items from Home

Please do not bring weapons (including facsimiles) of any kind, fireworks or caps, toys, electronics and video games, etc. to school. These items are a distraction in the learning environment and become a nuisance for the teachers and other staff to deal with. The school is not liable for theft of personal items brought to school. These items will be confiscated and not returned except to parents or guardians.

Cell Phones

Cell phones may be used only before or after school for contacting parents as needed. During the school day the phone should be turned off and stored inside the student's backpack. Violation of this policy will result in confiscation of the phone.

Phone Use

Office phones are not for student use except in extreme emergencies. Arrangements to go home with friends must be made at home. Each classroom has a phone in place for contact with parents by teacher and students as deemed necessary by the teacher. All calls to students and teachers are filtered through the office to prevent classroom interruptions. In an urgent or emergency situation, the office staff will ensure that the teacher /student receive the message immediately.

STUDENT SERVICES

Breakfast and Lunch Program

A nutritious school breakfast and lunch are served daily. Students may also bring a lunch and purchase milk separately. Parents are encouraged to pay for lunches on a weekly or monthly basis. Please keep your child's lunch account up-to-date. Subsidized lunches are available to families with qualifying incomes. Inquire at the office for more information.

Computers

Parents are required to read and complete an Acceptable Use Permission Form during registration prior to their child being allowed to access the Internet at school. Please read this information and go over it with your student.

Homework

In our shift towards mastery grading, we are also shifting our understanding of homework to encourage mastery. Research from John Hattie shows that homework in the traditional sense has minimal effect on student learning. While a reasonable amount of individual study at home is beneficial for most elementary students, especially those in the upper elementary grades, parents can expect homework to become more meaningful and less frequent. It is the expectation of all Viewmont teachers that students will read for at least 30 minutes every evening, during which it is recommended that parents read with their children and/or engage in conversation about their child's reading. In addition to reading at home, parents can expect meaningful projects and small practice assignments to assess students' level of unit retention.

Educational Field Experiences

Educational field experiences may be planned for students, which relate to classroom learning and activities. Parents will be notified in advance of trip plans and will be requested to give written permission for their child to participate.

SCHOOL-HOME COMMUNICATIONS

Parent-Teacher Conferences

Conferences are designed to provide parents and teachers the opportunity to discuss achievement levels, academic learning, and personal growth. Should you need to meet with your child's teacher more frequently, please contact him/her directly. We encourage parent involvement and healthy communication between the school and home.

Written Reports of Progress

Report Cards, based on a student's growth in relation to ability, are distributed to parents at the end of each term, four per year. The progress report will either be taken home by the student, or the parent will receive the progress report at a conference. The report form reflects all areas of the curriculum as well as citizenship marks. The expectation for each student is determined through a systematic program of school ability testing and through the professional judgments of teachers.

Midterms—In addition to report cards, four midterm reports are sent during the middle of each quarter. Other reports are sent home from the teacher when necessary or appropriate to indicate problems or to relate special achievements.

Home Newsletter

Weekly email messages via ParentSquare will be sent no later than Monday afternoon of each week (or the first school day of each week). ParentSquare is an app available in the iTunes store and in the GooglePlay store. This app allows parents to personalize their settings and determine if you'd like to receive phone calls, emails and/or text messages, when you want to receive them and whether you want to be notified of such announcements via the ParentSquare App. This communication tool is also two-way—parents are also able to post comments, “like” posts from Viewmont and see pictures and file attachments; a luxury not available to us via the old email system. Viewmont will continue to update its Facebook page and additional information regarding the school can also be found by accessing the school website at www.viewmontelementary.org.

School Community Council

The School Community Council has representation from the parent/guardian and school employee groups. The purpose of this Council is to work on plans related to school improvement. They are also largely responsible for creating a plan for the expenditure of state granted Trustland funds.

PTA (Parent-Teacher Association)

Viewmont Elementary is honored to have a highly effective PTA. Their efforts over the years have increased the stability of the school-community connection and communication. Through their many hours of hard work and great insight, the amount of activities and supplies for students has increased dramatically.