



# THUNDER RIDGE ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK



## *Our Vision For Learning-Know! Do! Be!*

### **ALPINE FOUNDATION**

Many of our patrons make donations to Thunder Ridge Elementary School above and beyond the classroom donations asked for at the beginning of the year. If you would like to make this kind of donation to the school or to a particular classroom, you may do so through the Alpine Foundation. Please specify the classroom or purpose for which the money is to be used. You will get a receipt from the Alpine Foundation for tax purposes. You can use the link below.

[http://foundation.alpineschools.org/?doing\\_wp\\_cron=1530132891.7714810371398925781250](http://foundation.alpineschools.org/?doing_wp_cron=1530132891.7714810371398925781250)

### **ARRIVAL & DISMISSAL TIMES FOR SCHOOL**

Supervision will be provided on the playground 15 minutes before school starts and 15 minutes after school is dismissed. Students should NOT be dropped off to school before this supervision starts.

#### TRACK A

Grades 1 – 6

Monday 8:00 am – 1:15 pm  
Tuesday – Friday 8:00 am – 2:15 pm

Kindergarten

Monday – Friday 9:15 am – 12:00 am

#### TRACK B

Grades 1 – 6

Monday 9:15 am – 2:30 pm  
Tuesday – Friday 9:15 am – 3:30 pm

Kindergarten

Monday 12:35 pm – 2:30 pm  
Tuesday – Friday 12:35 pm – 3:30 pm

Upon arrival in the morning, all 1<sup>st</sup>-6<sup>th</sup> grade students should proceed directly to the playground to wait for the start bell. If they are eating breakfast they can access the cafeteria on their way to the playground. Kindergarten students have their own playground and they should go there when they arrive to school. In poor weather, the school will hang red flags by the doorways indicating that students may enter the building as soon as they arrive. If your child is picked up from school, please make sure this happens within 15 minutes of school getting out. Please call the office immediately if their ride will be late.

### **ATTENDANCE**

Students are expected to be in school every possible day of the school year in order to receive the maximum benefit from their educational opportunities. We become concerned when a student does not attend school regularly. Please call the office at (801) 610-8727, send a note to the office with your child, or send an email to [putykanski@alpinedistrict.org](mailto:putykanski@alpinedistrict.org) following an absence (or even ahead of time, if possible). You can also let the teacher know if that is easier. If your child has serious illness that prevents him/her from attending for an extended period of time, please contact the teacher immediately so accommodations can be made to continue the education process.

## ***BREAKFAST & LUNCH PROGRAM***

Our school lunches are nutritionally balanced meals. We are proud of the quality meals our workers provide. If your child has unique dietary needs, please contact the school lunch manager, Danelle Butterfield. Free and reduced lunch applications are available in the office. Standard lunch prices are:

- Elementary student breakfast      \$ 1.00 (Reduced \$0.30)
- Elementary student lunch            \$ 1.75 (Reduced \$0.40)
- Adult breakfast                         \$ 1.50
- Adult lunch                                \$ 3.00
- Extra milk                                 \$ .30

## ***CHECKING OUT STUDENTS***

Parents who take students from school during the school day must sign a release log in the office. Even though it is an inconvenience, a parent must come into the building and show photo ID to check out a student. Only those individuals who parents/guardians list in Skyward as approved emergency contacts will be allowed to check out a student. Therefore, it is critical that parents keep this information up to date with current names and phone numbers. (If you are not sure how to update Skyward online, contact the office.)

## ***DISCIPLINE PHILOSOPHY***

Our philosophy of discipline focuses on mutual respect for students, teachers, and staff. We believe that the family, faculty, staff, and students must work cooperatively to promote personal responsibility and good citizenship. It reaches beyond dealing with inappropriate student conduct and includes the development of self-discipline, order, and a healthy sense of wellbeing. The faculty and staff believe students and teachers have the right and responsibility to learn and teach in a non-disruptive atmosphere. All members of our school community are expected to be good citizens, take pride in their school, and treat other people as they would like to be treated.

We teach our students to “Stop, walk and talk.” The student asks the offender to stop the behavior. If the behavior continues the student walks away. If that fails to stop the behavior the student talks to an adult. In the case of physical harm, the student immediately asks an adult for help. We believe that empowering students with skills and tools to resolve conflict will increase confidence and reduce anxiety.

## **Conduct Standards**

Students are expected to follow these basic school and classroom rules:

- quickly follow the directions of any school adult
- be in the proper place at the proper time
- use appropriate language; no swearing
- respect the rights and property of others, including school property
- keep hands, feet, and objects to yourself
- use inside conversation voice, no yelling
- walk at all times inside the hallways, no running
- use playground equipment correctly
- no throwing or kicking of snow and ice
- scooters, bikes, rollerblades, etc. are to be walked on school grounds



## **Consequences**

When an infraction occurs, situations are viewed individually. Depending on the severity and frequency of the misbehavior, teachers may:

- deduct points, tokens, etc. from the classroom management plan
- conference with the student
- give the student “think time” in a separate location to reflect on the behavior
- suspend the student’s recess privileges or restrict access to other activities
- request a conference with the parents
- send the student to the office

If a student is referred to the office, the principal may:

- speak with the student about his/her choice of actions, the consequences surrounding the choice made, and possible solutions to the problem created by his/her initial choice. Attempts will be made to listen to all involved.
- contact parents with regard to the situation. Parental support and participation in the problem-solving process with their child can be very beneficial for all involved. At this time, a Behavior Intervention Plan (BIP) may be initiated to assist the student with appropriate school behavior.
- enforce an in-school suspension for a specified number of days. The students are permitted to come to school, but their instruction and completion of assignments happens at a location away from classmates. Recess and other privileges may also be suspended during the suspension.
- enforce an out-of-school suspension. The students are not permitted to return to school for a specified number of days and will only be welcome back following a conference with parents about the potential for future expulsion or criminal charges depending upon the situation.
- the school reserves the right to immediately contact police should students engage in severe antisocial or criminal behavior.

## ***DONATIONS***

With the exception of school lunch, and in accordance with Utah state law, fees are not charged in grades K-6 for regular education programs. Even school lunch fees can be waived or reduced depending upon family income. Please contact the office if you would like more information. Your child will not be charged for classroom treats, textbooks, field trips, art supplies, assemblies, or anything else that is part of the regular school day. Your child may be asked to bring donations and/or common household articles to school, but **NO** child, or family, is required to make these donations.

## ***DRESS CODE***

Clothing and hair should be neat and clean and not distracting in appearance. Extreme or distracting hairstyles should not come to school. Underclothing should never be visible. Clothing that contains slogans or symbols that are contrary to the educational purposes of Alpine School District is not allowed. This includes, but is not limited to, vulgar words, profane or obscene slogans, subtle/overt sexual references, and pictures or advertisements for alcohol, tobacco, and drugs. Footwear must be worn both inside and outside of the building and be appropriate for school activities. Gym shoes should be worn for P.E. activities. When students wear snow boots to school, we encourage you to send shoes in their backpack to be worn in the building. Parents will be asked to bring appropriate clothes to school

if a child is wearing the following prohibited items (unless specified as part of a school spirit day, such as “hat day”):

- flip-flops or sandals that do not have a strap to hold them securely to the foot
- short shorts and skirts (length should come to fingertips when arms are extended downward)
- halter, tank, bare midriff, or sleeveless tops
- clothes with holes, fraying, or see-through fabrics that show body parts or underclothing that should be covered
- hats, caps, bandannas (beanies can be worn outside and/or inside during the winter months)

### ***DROP OFF AND PICK UP***

All of the parking spaces in the front of the school are for parent parking. The U-shaped driveways are for parents and carpools. You should NEVER park in these driveways. We ask that you pull as far forward as possible in order to make room for those who come in after you. Students walking from the regions northwest of the school should use the path on 400 N to get to school. Once students get on school grounds they should use the sidewalk to get to the playground and wait for school to start. For safety reasons, please do not have your children cross the street unless they use a crosswalk. If necessary, park your car and walk your children across the street. Please review safety procedures with your children at home. Remind your students to walk their bikes, scooter, and skateboards while on school property.

### ***EMERGENCIES***

If a child is sick or injured while at school, parents will be called (or one of the individuals designated by parent in Skyward) to take the child home. Please be sure these names and phone numbers are current.

### ***FIELD TRIPS***

Occasionally, classes may go on a field trip. The school will send home a field trip permission form at the beginning of school. This form will be kept on file and will serve as permission for ALL field trips throughout the school year. It is helpful, but not required, to have students purchase a school lunch when the field trip extends into the lunch period. Be aware that special dress may be required for some field trips. Your teacher will notify you if this is the case. Sometimes parents are invited to help supervise during field trips. We appreciate this help, but ask that preschool children not come along.

### ***HOMEWORK***

Homework is an extension of learning activities done at school. Students are accountable for the completion of assigned homework as part of the class requirements. Students are expected to make up work missed during the absence. It is the student’s responsibility to check with the teacher upon returning to school to see what work needs to be made up. If it is known in advance that a child will be absent for an extended period of time, please notify the teacher several days in advance so the teacher has sufficient time to compile the work that will be assigned to the class during the absence.

### ***INCLUSION AND MAINSTREAMING***

We are delighted to serve a variety of special needs students at Thunder Ridge Elementary. As much as possible, we believe that special needs students should be educated alongside their peers. Inclusion is the word used to describe participation of our special needs student in the regular education

classroom for part or all of the day. Placement of special need students within the regular education program is determined individually to assure successful learning for the student.

### ***INSURANCE***

Each year, we have children who are injured during the school day. If your child is already covered under an insurance plan, please sign the waiver on the bottom of the Emergency and Health Information Sheet. The only financial help available is the insurance you provide for your child. Therefore, if you do not currently have insurance for your child, Alpine School District provides application forms for your convenience. Please return these forms directly to the insurance company—not to the school.

### ***LOST AND FOUND***

You can check for “lost and found” items in the office. Please check for lost items as soon as possible. Unclaimed items will be donated to a charitable organization at the end of each grading period.

### ***NEWSLETTER***

Thunder Ridge Elementary PTA and school personnel jointly prepare a monthly newsletter that is usually emailed home before the first of each month. You will also receive Monday Memos each Monday that will include information for that week. The newsletter contains schedules, menus, dates of upcoming events, and other important information. It will be sent by email, but copies are always available in the office. If you do not receive your copy, there are additional copies in the office.

### ***PTA ACTIVITIES***

The PTA gives parents an additional opportunity to be involved in their child’s education. The PTA provides a link between the school and the parents and regularly provides assistance to help school activities run smoother. The Thunder Ridge Elementary PTA also sponsors a number of its own programs to help increase the quality of education at the school. Without our fabulous PTA, many programs that benefit our students simply would not exist because they are almost exclusively organized, funded, and staffed by our PTA volunteers. An open invitation is extended to all the parents at Thunder Ridge Elementary to attend the monthly PTA Board Meeting held in the library (dates are published in the newsletter). If you would like to be involved in any of these programs or have questions about PTA, call the school and ask for contact information for our PTA President. Some of the major PTA-sponsored programs are listed below:

- **Box Tops:** General Mills offers a program through which schools can receive money in exchange for box tops found on their products. PTA volunteers organize the collections and oversee the purchase of school supplies with the money earned.
- **Faculty and Staff Dinners:** The PTA prepares a dinner for the teachers and staff during Student/Teacher Conferences in appreciation for the long hours they spend at school on those days.
- **Field Day Activities:** PTA provides refreshments and entertainment during the annual Field Day.
- **Fundraisers:** The PTA may choose to hold a formal fundraiser. The PTA does, however, engage in other less formal activities to gain revenue—like collecting Box Tops. All of the money collected through these fundraising efforts directly benefits the students and staff.

- **Home Readers:** Kindergarten through 2nd grade students take books home to read and return the next day. This is a great service to families that may not have a sufficient home library to keep reading challenging and enjoyable. The PTA helps purchase the books and makes sure the books are rotated. All students will have access to Lexia, a targeted online reading program.
- **Maturation Program:** In March/April, the PTA works with the school nurse and other guest speakers to provide a discussion about adolescent maturation for the 5th and 6th graders. Parents are invited to attend. Occasionally, some parents opt to not have their child attend.
- **Reading Raptors:** Each month, moms and dads (or aunts, uncles, older siblings, grandparents) are invited to read to children in the classrooms for about 20 minutes. The PTA coordinates with teachers to offer this great program.
- **Red Ribbon Week:** The PTA supports the state sponsored Red Ribbon Week that teaches awareness of violence and drugs. PTA volunteers plan events for Red Ribbon Week that are motivating, instructional, and fun for the students
- **Reflections:** Reflections is an event sponsored by the National PTA. Our PTA encourages students to create a work of art to be a part of the Reflections contest.
- **Room Mother's Tea:** The PTA recruits room mothers for each class. A Room Mother's Tea is held in August/September to orient room mothers to the expectations and calendar of events.
- **Staff Appreciation:** Throughout the school year, the PTA recognizes the dedicated efforts of our staff members by giving us occasional goodies and small gifts.

### ***PARENT VOLUNTEERS***

Volunteers are needed and very appreciated at Thunder Ridge Elementary. Please check with your child's teacher, the PTA, or the office if you want to donate time and assist at school. Volunteering is a wonderful way to observe and be a part of your child's learning experience while contributing to the needs of all students. We encourage you to join us in our efforts to teach your children.

### ***RECESS***

Students usually have the opportunity to go to recess twice a day. It is important that children come dressed properly to go outside. If your child has health issues that might prevent him or her from going outside, please inform the teacher. When weather conditions prevent students from going outside (below 20° F or with excessive wind, rain, or snow), teachers attempt to provide a time for games and play inside the school building.

### ***SCHOOL COMMUNITY COUNCIL***

We rely on other members of our community to assist us in the academic, social, physical, and emotional growth of our children. Family, friends, businesses, churches, and schools all provide valuable assistance. At Thunder Ridge Elementary, we have a council of community members (elected by parents and staff members) to address issues concerning the welfare of our students, manage the School Land Trust funds, and promote school improvement efforts. Meetings times will be in the newsletter.

### ***SAFE SCHOOLS***

It is the policy of Alpine School District to maintain safe schools that are conducive to learning. It is the district's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, or gang activity on school property. The school has a detailed emergency plan and regularly holds emergency drills to prepare for emergencies.

Alcohol, Drug Use, & Weapons Any employee of Alpine School District having reasonable cause to believe a student is involved in the illegal use of alcohol, drugs (illegal or prescription), or drug paraphernalia, or carrying a weapon (real or imitation) shall notify school administration.

>Sexual Harassment & Bullying

Thunder Ridge Elementary is committed to the maintenance of a learning environment that is free of any form of sexual harassment or bullying. All adults and students must refrain from speech, gestures, and contact that are threatening, intimidating, or sexual in nature. All victims of sexual harassment or bullying should report the incidents immediately.

>Student Safety

These suggestions are provided as reminders as you prepare for the school year:

- Be certain that your child knows the way to and from school.
- Review the importance of safety as your child goes to and from school.
- Please remind your child to walk on the sidewalk and to use the crosswalks.
- Impress upon your child not to talk to or accept rides from anyone without your prior approval.
- Do not place your child's name on the outside of his/her clothing and backpacks as it allows strangers to call by name and gives the child a false sense of familiarity.

***STUDENT BOOK ORDERS***

Many teachers distribute book order forms to students, allowing them to buy books through the school. If you choose to participate, please write checks payable directly to the book order company for the exact amount. Checks only, please. If you have questions, speak with your child's teacher.

***STUDENT COUNCIL/HOPE SQUAD/ RECESS TEAMS***

Our student leadership teams are quite active. They assist our student body through service, leadership, and by example. The activities they sponsor add unity and spirit for all students at Thunder Ridge Elementary.

***TELEPHONE USE***

Students may use school phones for emergencies, such as illness and missing the bus. Please ensure that all other arrangements, such as playing at a friend's house after school, are made before your child comes to school. This will keep our lines open for those who have a serious need. If your child has a cell phone (or other mobile communication device) they should NOT be used during school hours because they invite distractions, disrupt the learning process, and can violate the privacy rights of other students and staff. Cell phones (and similar mobile devices) may be confiscated if students repeatedly ignore this policy.

***VISITORS AT SCHOOL***

For the safety and wellbeing of our students, ALL visitors to the school must sign in at the office and obtain a visitor pass. Even if you are a regular volunteer or are expected in the classroom, please sign in. The only exception to this rule will be made during events such as the Halloween Parade that draw large crowds that would inundate the office with parents trying to sign in at the same time. Visiting school-age relatives and friends are not permitted to attend school with resident students.

***WITHDRAWAL FROM SCHOOL***

Should it become necessary to transfer your child to another location for schooling purposes during the school year, please assist us with advance notice. Your child's classroom materials, media center books, and lunch account will need to be cleared before leaving.

## **THUNDER RIDGE ELEMENTARY SCHOOL RESPONSIBILITY GUIDE**

As a student of Thunder Ridge Elementary, it is my responsibility to:

- attend school every day and be on time for my classes
- come prepared with completed assignments and materials
- follow directions of all faculty/staff members
- keep a positive attitude and give my best effort to learn and master the curriculum
- respect myself and the rights and property of others

As a parent of Thunder Ridge Elementary School, it is my responsibility to:

- send my child to school each day on time, rested, fed, and dressed appropriately for the weather
- assist my child by providing a quiet place to do homework, encouraging completion of assignments, regularly reviewing homework and other projects, and helping study for tests/quizzes
- communicate with my child's teachers so that students needs can be met.
- read the notes and newsletters that are sent by the school so that I can stay well-informed

As a faculty/staff member of Thunder Ridge Elementary, it is my responsibility to:

- provide a quality instructional program and accommodate the individual needs of students
- prepare an orderly and safe learning environment
- develop programs and activities which respond to the social, emotional, personal, and physical development needs of our students
- assist students in developing self-discipline, self-respect, and self-confidence by participating in school activities and programs in a responsible manner

**Know! Gain relevant knowledge and learn how to apply it.**

**Do! Gain skills that will ensure my success in an ever changing world.**

**Be! Become a person who make a positive impact on myself, others and the world.**