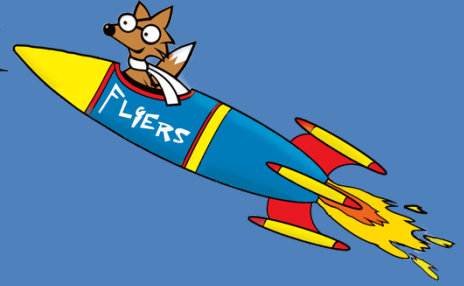


# Fox Hollow Elementary

## STUDENT HANDBOOK



1450 W 3200 N, Lehi, UT 84043  
801-610-8706

### DISCIPLINE PHILOSOPHY

Our philosophy of discipline and character education focuses on Respect, Responsibility and Service. We believe that parents, faculty, staff, and students must work cooperatively to promote these positive character traits at our school.

**Acceptance:** Treating others with respect and kindness despite differences.

**Self-Respect:** Having pride and confidence in one's self.

**Gratitude:** I have a feeling of thankfulness and appreciation

**Honesty:** To be trustful; to not lie, cheat or steal.

**Courage:** The ability to do something that frightens you.

**Perseverance:** Doing something, despite difficulties in order to succeed.

**Compassion:** Concern for the suffering or misfortune of others.

**Initiative:** Doing the right thing because you know you should and not because it is expected.

**Service:** The action of helping or doing work for someone without compensation.

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 others as they would like to be treated.

# CONDUCT STANDARDS

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

- 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 when inside - no yelling
- walk at all times inside the hallways, no running
- no throwing or kicking of snow and ice
- scooters, bikes, rollerblades, etc. are to be walked, once 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:**

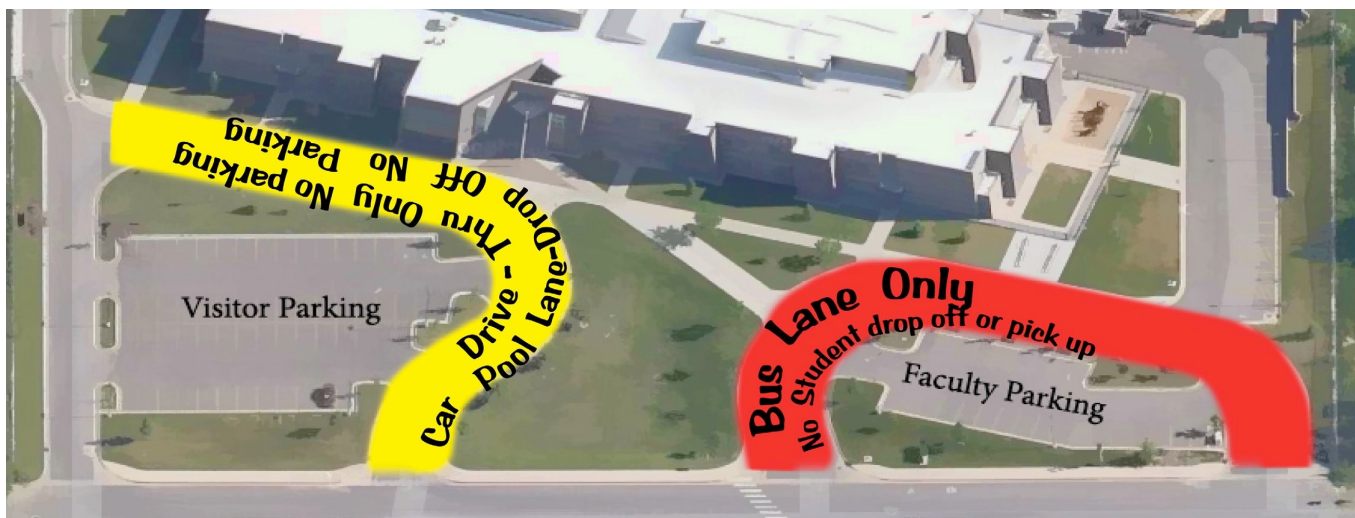
- speak with the student about his/her choice of actions, the consequences surrounding the choice made, and possible solutions to the problem created by his/her initial choice.
- attempts will be made to listen to all involved.
- contact parents with regard to the situation. Parental support and participation in the problem-solving process with their child is beneficial for all involved.
- 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 welcomed 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 anti-social or criminal behavior.

## DROP OFF AND PICK UP ZONES

The first drop-off area (east entrance to the school) is reserved at all times for buses only. Buses deliver and pick-up students six times a day so that the bus area must remain open at all times.

When driving along 3200 North in front of the school please maintain a single file line as you pull into the second drop-off area (west front of the building). Vehicles should pull all the way forward in single file before stopping. Please do not drop your children at the red curbs.

All passengers should exit and enter vehicles on the curb side of the vehicle. Please do not allow children to depart or approach your vehicle until you are curb side. The outer lane of the driveway is for people exiting the school. Do not use the parking lot as a drop-off or pick-up lane unless you park and walk your children into the school.



## SCHOOL START/END TIMES

### Kindergarten start/End Times

Mondays AM 9:15-12:00 PM 12:35-2:30

Tues-Fri AM 9:15-12:00 PM 12:35-3:30

LINE UP BELLS RING AT 9:10 and 12:35

### First-Sixth Start/End Times

Mondays EB 8:00-1:15 LG 9:15-3:20

Tue-Fri EB 8:00-2:15 LG 9:15-3:30

LINE UP BELLS RING AT 7:55 and 9:10

Please do not bring your children before 7:45 am for the 8:00 am start time, 9:00 am for the 9:15 start time, or 12:20 for the afternoon session. Supervision begins 15 minutes before each start time for all students.

To help ensure the safety of our students we will set cones up blocking the bus lanes from cars entering this drop-off zone.

Please do not park on street and send kids by themselves to the school. Our drop-off zone is the yellow portion of this flier. For those parents who wish to walk their child to the playground please use visitor parking and walk with your child through the crosswalk. The safety of your child is worth taking the extra time.

At the end of the day our pick-up zone is the flagpole in front of the school. We will have an aide with the kids during this pick-up time. With all of us following these drop off times and zones we will make our school a safe place for all of our students.

# DRESS CODE

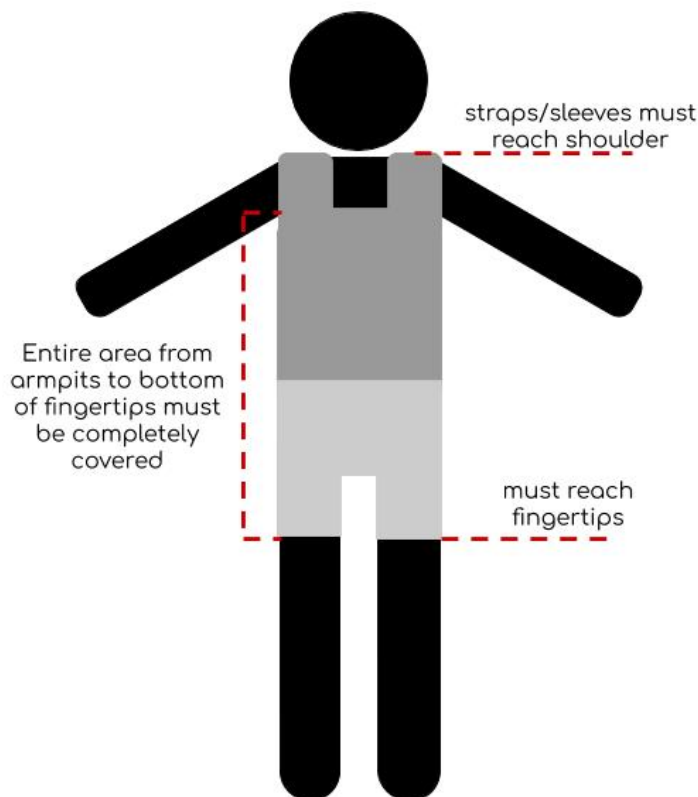
Children should arrive at school appropriately dressed for the weather of the day so they are able to be outside for recess comfortably.

**Shoes:** Appropriate shoes should be worn every day. Students routinely run and play and should wear shoes that will protect their feet. Flip fops are strongly discouraged.

**Hats:** Hats are not to be worn inside the school. There are special occasion days when hats are allowed. Students and parents will be notified of these days.

**Clothing:** “Grubby” clothing or clothing containing vulgarities, profanities, obscenities, or advertisements for alcohol, tobacco, or drugs are never acceptable. Clothing which is ragged, tattered or deliberately distracting in appearance must be avoided.

Straps/sleeves of shirts must reach end of shoulder. Shorts and dresses should extend to fingertips when standing with arms hanging by side. Entire area from armpit to fingertips must be covered. If a student is in violation of these expectations, we will call home for a change of clothing. Please see image below for a visual example.



## **CHECKING CHILDREN OUT OF SCHOOL**

Parents must come to the office to pick up their children. We ask you that do the following:

- Come to the office and sign the checkout log.
- Give the secretary the name of your child and his/her teacher.
- Show your picture I.D. in the office.
- If you are not on the emergency form you will not be allowed to check the child out.
- The secretary will call the classroom and have the child sent to the office.
- People listed on emergency form are listed so the school may have a contact in case a guardian is unreachable in an emergency. Permission must still be given each time a guardian wishes someone other than themselves to check out their child. A simple phone call to the front office, or email to [tphillips@alpinedistrict.org](mailto:tphillips@alpinedistrict.org), beforehand is necessary.

On special occasions, parents sometimes check a student out to take him/her to lunch. Please be cautious about making this a regular occurrence, as students are often checked out before lunch begins and arrive back at school after lunch ends. This can be very disruptive to the classroom teacher and other students.

Fox Hollow School is a closed campus. This means that students may not leave the school grounds during the regular school day unless checked out. Compliance with this policy is enforced.

## **WITHDRAWAL OR TRANSFER OF STUDENTS**

Should it become necessary to withdraw your child during the school year, please notify the office and the classroom teacher as soon as possible. This will give the secretary time to have the necessary forms ready when you come to withdraw your child.

## **TRANSPORTATION**

Students are expected to demonstrate good manners and appropriate behavior while riding on school buses. Although the school is not directly involved in the transportation of students, we are concerned that students arrive at school and return home safely. Should there be a persistent problem, please notify the principal. Please contact the transportation office at 801-610-8852 for busing problems.

## **SAFETY**

The safety of your child cannot be stressed enough. Review with your child safe practices to follow when traveling to and from school. Students who walk to school should follow established routes and use crosswalks. During the year we will review safety procedures and practices at school. Students who ride bicycles to school should take every precaution to prevent theft. Bikes are to be parked and locked in the racks provided. Students may not use rollerblades or skateboards on school property.

## **SAFE SCHOOLS**

It is the policy of Alpine School District to maintain school environments which 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 Alpine School District Safe Schools Policy prohibits disruptive acts, dangerous weapons, hazing/harassment, abetting, and gangs, secret societies, and hate groups; and other prohibited acts as defined and described in the Safe Schools Policy Rules and Regulations.

## **VISITORS AND VOLUNTEERS**

Fox Hollow encourages your involvement as a volunteer. All visitors and volunteers are required to check in at the main office to receive a visitor's pass. This allows the school to track volunteer hours as well as insuring the safety of students. Please be courteous and inform teachers in advance when you will be volunteering.

## **IMMUNIZATIONS**

Utah State Law requires all children enrolled in a public school to complete immunizations prior to admission to school. Students with incomplete immunizations will not be admitted.

## **ACCIDENTS AND ILLNESS**

Each family should complete a Student Information Update in Skyward each year. This update provides essential information that is invaluable in the event of an injury, illness, or other accident. We will do everything we can to contact either a parent or a person named in the emergency contact section if a serious accident or illness occurs. In the event of an extreme emergency, appropriate medical assistance will also be sought.

Students are expected to attend school unless they are ill. Please respect the health of other students by keeping your child home when he or she is not well. This will reduce the spread of infection at our school. If your child will not be in school, please let the office know by 8:15 for EB, 9:30 for LG or 12:35 for afternoon Kindergarten. Please use the following guidelines for illness. A child should stay home if there is:

A fever over 100 degrees Fahrenheit

Vomiting

Diarrhea

Persistent pain (ear, stomach, etc.)

An unexplained rash

A reddened eye or eyes with a cloudy or yellow discharge

A runny nose (Thick green/yellow discharge)

Lice

Sore throat, acute cold or persistent cough

## **STUDENT PROGRESS REPORTS**

Progress reports are given at the time of each SEP Conference session and on the final day of school. Individual teachers may send home additional reports as they determine the need. You can contact the teacher for progress updates whenever you wish. Additionally, you can access Fox Hollow's Skyward server via the internet <https://skyward.alpinedistrict.org/> at any time to get an update on your child's assignments and scores, and on current grades in each subject. Each student will be issued an I.D. number and password in order to access information.

## **KINDERGARTEN ASSESSMENT**

The first week of the year for kindergartners is dedicated to pre-assessment. Parents will login to Skyward to schedule an appointment for their kindergarten student to meet with one of the teachers for a thirty-minute assessment at the school. This assessment provides a benchmark for our teachers and guides them in their instruction.

## **RESTRICTED ITEMS AT SCHOOL**

Toys interfere with the educational process and often lead to student distraction. Students should not bring toys to school. Students will not be allowed to listen to personal music devices with headphones during school hours. The school will not be responsible if such items brought to school are damaged, lost, or stolen.

In addition, students are discouraged from bringing money to school except when there is a specific purpose. Student desks are not secure and teachers cannot be responsible for student money/valuables. Bringing weapons or drugs (including alcohol and tobacco) to school may be grounds for immediate expulsion according to district policy.

**Cell Phones:** We know that some of our students have cell phones, and that they can be a wonderful way to keep in contact with your student. We ask that all students keep cell phones in their backpacks during the school day, including recess time. This will keep them from being a distraction in class, and will help them use recess as a time to make connections with others. If teachers wish to utilize them in the classroom with an educational purpose, they will let them know how and when they can be used. If you need to contact your child during the school day, please call the school directly and we will be happy to pass on a message to them. Do not expect that students will see messages sent to them during the day.

## **NOTES HOME**

Communication between the school and home is essential. General school notes will be sent home with the family representative (the youngest member of the family attending Fox Hollow). Please stress to this child the importance of bringing notes home. Classroom notes will be sent home with the appropriate students.

## **BATTLE OF THE BOOKS**

America's Battle of the Books is a PTA sponsored program for 3rd -6th graders who choose to participate. Students read at least 3 books to help their team answer questions in our March "battles." Students choose their teams and earn prizes for books that they read or listen to. 3rd-4th graders and 5th-6th graders have separate book lists. Multiple copies of each book are available at our school and city library. See Mrs. Adams in the library for book lists or any questions.

## **BOOK ORDERS**

Many teachers distribute book order forms to students allowing them to purchase books at reduced prices. If you choose to participate, please write checks directly to the specific book company for the exact amount. If you have questions about a book order, contact your child's teacher

## **LOST AND FOUND**

To facilitate the return of lost clothing and other articles, please label your child's possessions with his/her name. Lost articles are placed in the lost and found. Several times a year unclaimed articles are donated to a local charity.









## **ATTENDANCE**

Regular on-time attendance is a critical factor in achieving academic success. Students who are frequently absent or tardy miss valuable instruction. Students are responsible to make up any missed work. Students with excessive absences or tardies will be referred to Alpine District Social Worker for enforcement. Students who are ill should not attend school. For your child's safety, please inform the teacher or school when your student is absent. A note from the parent is appreciated. In addition, the schools phone calling system will call to inform you of your child's absence if unexcused and to verify his or her safe whereabouts.

During the first three days of an absence your child's teacher will make contact with the home regarding the absence. Children who arrive within the first five minutes of school should report directly to their classroom. Any student who is absent for ten consecutive days who we are unable to locate will be dropped from the school records.

## **SKYWARD**

This is a powerful tool that allows parents to stay current on their child's progress. Please use this regularly as it will help your child attain greater success. You can access your student's grades and school information online. Point your web browser to <https://skyward.alpinedistrict.org/> to access Skyward. Students have a login and parents have a login. Parents should use their own login when checking on student progress or any other thing in Skyward. The office can help you with your login.

## **ALPINE FOUNDATION**

The Alpine Foundation is an excellent way for patrons to make additional donations to our school. The Alpine Foundation is a charitable organization. Donors may designate their contributions, separate and/or in addition to donations requested in a teacher's disclosure document to that specific teacher's classroom, to the school, or to a specific program. All donations are promptly receipted and are tax deductible. Please make checks payable to the Alpine School District Foundation, 575 North 100 East, American Fork, Utah 84003. We have forms in the office for you to specify what your gift is to be used for, or you can write it on the check.

## **RECESS**

Recess is provided as an opportunity for physical activity, social interaction, and as a diversion from other schoolwork. Children should wear clothing appropriate for the weather. School policy requires students to be outside where there is supervision unless arrangements have been made with the teacher. Students who request to stay inside for health reasons must have a daily note from a parent. In most cases students who are too ill to be outdoors should be home recovering. Occasionally severe weather will necessitate that all students remain inside

## **MEDICATION**

School personnel CANNOT dispense medication without a “Medication Administration Form” on file in the office. This form is available in the office. This form is signed by your physician and describes how, when, and by whom medication is given to your child. An adult must bring medication in an original prescription container to the school. If your child is taking medication for a few days only (even if it is over the counter), we ask that you give it to them before school or come to school to administer it yourself.

## **PHONE CALLS**

Parents are asked not to call their child at school or leave messages unless it is absolutely necessary. Student use of school phones is limited to urgent calls and children must have a teacher’s permission to use the phone. Calls to teachers are forwarded to voicemail during the school day so as not to interfere with instruction. If you need to visit with your child’s teacher, please call before 8:00 a.m. or from 3:30-4:00 pm. All calls for a teacher made during school hours will be forwarded to their voice mail. All teachers also have an e-mail account. You can e-mail through Skyward as well.

## **HOMEWORK**

Homework varies according to individual teachers and the subject matter. Generally, students are provided time to complete many tasks in class; however, as homework is a natural part of school which helps students develop good study habits, students can expect homework assignments. This includes reading at home daily. Daily reading is a must. The recommendation is for a minimum of twenty minutes daily for the younger grades and thirty for the upper grades. Teachers endeavor to send home constructive assignments with specific purposes in mind. Unfinished daily work should be completed before students return to class. In addition, students are required to make up work missed when absent as assigned by the teacher. If your child has trouble with the amount or difficulty of assignments, please contact the teacher.

## **SEXUAL HARASSMENT**

Alpine School District is committed to the maintenance of a learning environment which is free of any form of sexual harassment; an environment where students may attend school free of unwanted conduct or communication of a sexual nature; one which is in compliance with State and Federal laws dealing with this form of discrimination.

# **BREAKFAST AND LUNCH**

## **Breakfast**

served from 8:35 - 9:05 a.m.

\$ 1.00 For a student

\$ .30 for students who qualify for reduced

\$1.65 for an adult

## **Lunch**

\$1.75 For a student

\$ .40 for students who qualify for reduced

\$3.85 for an adult

Milk Only \$ .30

Students may pay for lunches in the lunchroom during the morning hours. All students are assigned a student lunch number which is used as an account to pay for lunches. Any number of lunches may be purchased in advance. Children from households that meet federal income guidelines are eligible for either free or reduced meals. Forms are available in the office or from Alpine School District for those who wish to apply. We encourage families to take advantage of this program.

## **PARENT TEACHER CONFERENCE**

We conduct two parent teacher conferences during the year. They are held during the first week October and February. It is strongly encouraged for the parent and teacher to work together regularly.

## **PARENT-TEACHER ASSOCIATION**

The PTA contributes significantly to the educational quality at Fox Hollow. Patrons are encouraged to join, support, and participate in the PTA. Membership dues are quite reasonable, and help pay for worthwhile programs at the school and local level. In order to keep the dues reasonable and still support so many programs at Fox Hollow Elementary, the PTA holds two major fundraisers each year. They are Sally Foster and the Fall Carnival.

## **REFLECTIONS**

This is conducted by the PTA at the start of each school year. More detailed information will be sent home at that time. Students are encouraged to participate in a number of categories. These include writing, music, and art. The PTA will choose winners in each category. These students are then sent to a district level. Those chosen from the district then have the opportunity to compete at the state level with some going on to national. This is an excellent way for students to showcase their talents.

## **RED RIBBON WEEK**

Red Ribbon Week happens in October. The PTA sponsors this activity and it educates our students on having the ability to say no to drugs and alcohol.

## **FALL CARNIVAL**

The carnival provides games and food for the entire community. The carnival includes games, food, prizes and fun for everyone. Money raised is used to help the children of our school. Volunteers are always welcome.

## **TEACHER APPRECIATION WEEK**

Teacher Appreciation Week is a week set aside by the PTA in the spring for parents and students to show appreciation for their child's teacher. This week includes decorating the door for the teacher and a lunch provided by the PTA. The room parents coordinate the activities for this week.

## **ROOM PARENTS**

Parents are encouraged to sign up to volunteer in their child's classroom. Being a room parent gives the opportunity to work closely with your child's teacher. The room parent will help to organize class parties, special events, and help as the teacher and parent work together. In case of an emergency the room parent will help with calling other parents.

## **PTA BOARD MEETINGS**

These meetings provide an excellent avenue for parents to be a part of the school through service. The public is welcome to attend these meetings. Please see school website calendar for dates and times.

## **COMMUNITY INVOLVEMENT**

Parents are always welcome to volunteer in the classrooms. Every year we have great success stories to tell about the countless hours of volunteering that goes on at our school. Volunteers are not limited to just the parents. We have had tremendous success with grandparents who wish to become involved with their grandchild. We do ask that before entering the classroom, please check in at the office.

## **FUNDRAISERS**

Money raised during our fundraisers is used at the school to purchase extra materials and supplies that enhance the education of Fox Hollow. There will typically be two fundraisers held during the school year. However, if enough funds are raised with the first one of the year a second one may not be necessary.

## **SCHOOL TRUST LANDS GRANT**

The Government has set up a grant that provides additional money to public schools. Each year the School Community Council and the Principal work together on how to spend this money.

## **SCHOOL IMPROVEMENT PLAN**

This plan is based on current school data. It is designed to help teachers, parents and students understand where our needs are and to improve in these areas. The School Community Council and the faculty help to write this plan. The new plan may be found on our school website.

## **FOX HOLLOW SCHOOL COMMUNITY COUNCIL**

The School Community Council is comprised of the principal, three staff members, and five members of the community. This is an elected position. Even though the voting members are elected all members of the school community are welcome to attend. Our meetings generally are planned to coincide with the PTA meetings. They take place directly after the PTA meeting ends and last for about an hour. The School Community Council discusses items that relate to the school emergency plan, the Trust Lands Grant, and the school improvement plan.

## **NEWSLETTER**

Fox Hollow sends out a weekly newsletter which focuses on school-wide events, news, and other important information such as PTA news and any upcoming events they may have. It is sent out via School Messenger and may also be found on the school's website <https://foxhollow.alpineschools.org/>.

