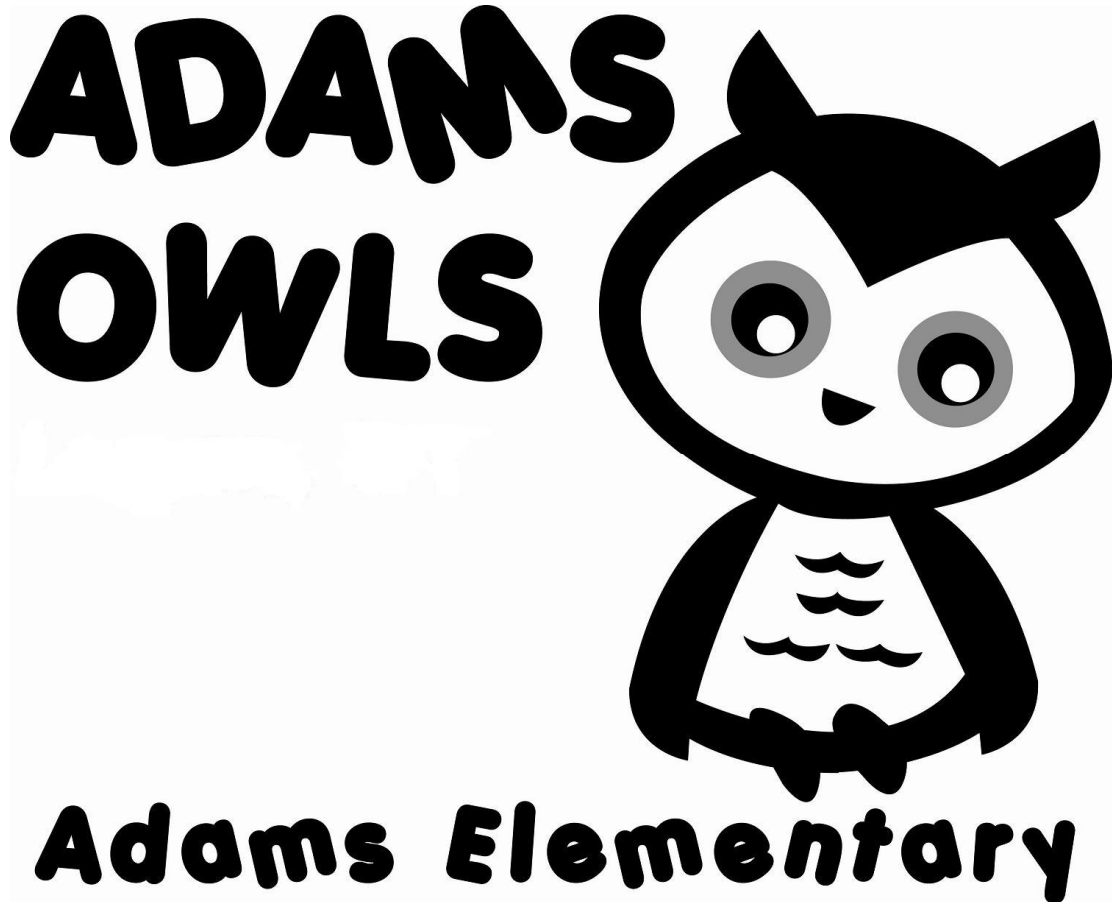


**Adams  
School Handbook**



**Adams Owls:**

**are courteous,  
are good citizens,  
consider their safety and the safety of others, and follow  
directions of the school staff.**

**Welcome to Adams Elementary School!**

We want every student to know that the school experience is an awesome opportunity to learn life-long skills, both academic and social. The employees at our school want to help each child succeed. Your success will be determined by the effort that you put forth and the degree to which we all work together for the best possible experience.

### **LOGAN CITY SCHOOL DISTRICT MISSION STATEMENT**

The mission of Logan City School District is to provide educational programs and other learning opportunities that assist children, youth, and adults to become literate, self sufficient citizens.

### **SCHOOL MISSION STATEMENT**

The mission of Adams School is to provide a positive, safe environment where students can grow in knowledge and self-esteem. By focusing on academic excellence in a setting of mutual respect and positive regard for others, students will become more competent, productive, caring and responsible as they acquire a life long love of learning.

### **BASIC BELIEFS**

- We believe the school board is responsible for the governance of the district and that the superintendent is responsible for administration and implementation of policy.
- We support the Logan City School mission statement, goals, and basic beliefs.
- We believe that the principal is responsible for providing leadership and support to assure that the school and its environment is safe, productive, and pleasant.
- We believe teachers should act in a professional manner and be responsible for teaching the district curriculum.
- We believe the PTA and other volunteers add a positive influence and should promote the mission of the school.
- We believe it is the responsibility of parents and guardians to support their children and the school, so that each child is able to take optimal advantage of the opportunities that are provided.
- We believe each child is responsible for personal behavior and achievement in the school.
- We believe all people deserve to be treated with respect and dignity and in a courteous manner.
- We believe no individual has a right to prevent another's learning.
- We believe that one's imagination and talents are unlimited and that every individual is entitled to expand or reach their potential.
- We believe everyone is free to make choices and is responsible and accountable for the consequences.
- We believe that the acceptance of cultural differences among people strengthens society.
- We believe that each child should develop thinking and problem solving skills.

### **ACCEPTABLE COMPUTER USE POLICY**

With Internet access, comes the availability of material that may not be considered to be of educational value in the context of the school setting. Precautions have been taken to restrict access to objectionable materials. However, it is impossible to control all material and a user may discover controversial or inappropriate information. We believe that the valuable information and interaction available on the Internet outweigh the possibility that users may obtain objectionable material. The violation of any guide lines or prohibitions listed in the Acceptable Use Policy can result in disciplinary or legal action.

We require all students and their parents to sign a consent form for school Internet use. A copy of the Acceptable Use Policy is available at the office.

Internet access in the Logan City School District is a privilege and not a right.

### **APPEARANCE AND DRESS POLICY**

School dress and personal grooming should be appropriate for the educational setting and school experience. Clothing should not detract from nor interfere with appropriate school conduct, safety, and participation. Please keep in mind that students are expected to actively play both inside and outside almost year-round.

Adherence to appropriate dress and grooming expectations is the responsibility of the student and parents. Enforcement of the standards is the responsibility of parents, school, staff and administration. The policy provides discretion for the principal when defining inappropriate dress.

Clothing should be neat, clean, and must cover underwear completely. Gang clothing or inappropriate insignias, phrases, or mottos will not be allowed. Additionally, clothing which promotes alcohol, drugs, or violence are prohibited. Hair should be clean and well groomed. Distracting appearance and/or abbreviated clothing is considered unacceptable school wear. Some specific dress standards for our school are:

1. Shoes are required at all times. Because children will be expected to play outside, please ensure that their shoes are appropriate for active play. For safety reasons, flip flops are not allowed.
2. Students may wear shorts as long as they cover underwear completely and do not detract from nor interfere with school activities.
3. Halter-tops and midriffs are not appropriate for school. Sleeveless tops may be worn if they do not detract from nor interfere with the school experience. Shoulder straps must be at least 3".
4. Sunglasses and hats are not to be worn in the building.
5. Snowsuits and boots should be removed upon arrival at school. Students should be prepared to play outside during the winter months.

### **ARRIVAL AND DEPARTURE**

The outside doors will be unlocked at 8:00 a.m. Students should not arrive before the opening of the building. School begins at 8:10 a.m. and dismisses at 2:30 p.m. Morning kindergarten begins at 8:10 a.m. and dismisses at 10:40 a.m. Afternoon kindergarten begins at 12:00 p.m. and dismisses at 2:30 p.m. Please remember there is no adult supervision on school grounds before and after school unless a child is involved with After-School Club, they are expected to go home immediately following dismissal from school. Parents may pick up their children in designated areas on 500 North and 400 East. Please do not park in the handicapped or bus areas. Parking on 500 north is for pick up and drop off only, and you should stay with your car. Parking on 400 east is for short-term. Please do not encourage your child to run across 400 East or 500 North to be picked up as these roads are heavily traveled.

### **ATTENDANCE**

The State Board of Education and the Logan City School District require that all children achieve mastery in the basic skills of reading, language arts, and mathematics. Absence from school interferes with the child's opportunity to master these skills. According to the Utah Compulsory Attendance Law parents are responsible for their child's attendance at school. The following reasons have been identified by the school district as reasonable for an "excused absence": (1) illness; (2) medical appointment; (3) family emergency; (4) death of a family member or close friend; (5) family activity or travel on a limited basis. Parents should schedule appointments and vacations outside of school time. Please call the school or send a written excuse each time your child is absent or tardy.

The following reasons have been identified by our school as unreasonable for an "excused absence": (1) music, dance, etc. lessons; (2) practices and performances for any group or organization; (3) practices and performances for any extracurricular activity, except by approval from the school principal. Additionally, students that are habitually tardy to school will be referred to truancy court.

If a student becomes ill at school, parents will be contacted. If a parent is not at home, those individuals listed by the parent on the student information card will be contacted. If a child must leave the school during school hours, parents should send a note with him/her to notify the teacher.

Please encourage your child to be in his/her classroom when the bell rings at 8:10 a.m. We require a parent signature on the letter that explains our attendance policy.

### Student Check In and Check Out Procedure

- To check a student in or out of school, the parent or an authorized adult must first go to the office.
- Students must be signed out on the student check out record in the office. Teachers will not release students to anyone without confirmation from the office staff or principal.
- A student must check in at the office if they are more than 15 minutes late for school (after 8:25 a.m.) or returning to school after checking out. Teachers will not admit a student without confirmation from the office staff or principal.

### **BREAKFAST**

A regular, reduced and free breakfast program is available to all students. Breakfast will be served from 7:30 a.m. to 8:00 a.m. Students may enter the building through the West entrance.

### **BUSING**

The state provides transportation for K-6 students living beyond 1.5 miles from school..

### **CHOICE ENROLLMENT OPTION**

Students who reside outside of the Logan School District or within the boundaries of other schools within the district who desire to attend Adams Elementary School must obtain permission from the district. Guidelines and application forms for participation in the program are available at the District office. Application forms should be submitted along with a non-refundable \$5 processing fee to the district office between January 1 and January 31. After January 31, transfers will be considered for special needs only. Acceptance will be based on available space in grade levels. Participation in the Choice Enrollment Program is a privilege that could be revoked due to serious problems with attendance and/or behavior. Parents must immediately notify the school of any change of address

### **CITIZENSHIP AND COURTESY PROGRAM**

We feel that the students need to be taught or reminded of such things as being honest, respectful toward themselves and others, and toward their own and other's property, saying please and thank you, being good listeners, and other similar behaviors. The students will be reminded of a citizenship and courtesy topics. Students will receive blue slips for reinforcing desired values, and a drawing for the 200 club will take place each day.

### **COMMUNICATION BETWEEN SCHOOL AND HOME**

Teachers will periodically send notes home as will the front office. Many teachers have established a set schedule to send home folders and information. Additionally, our PTA publishes a monthly newsletter. If you have questions or concerns, please contact your child's teacher or the Principal. If a problem arises, you are encouraged to talk to your child's teacher first to gain full perspective of the problem. If you are aware of a serious situation at Adams, please contact the Principal directly.

### **CONTACT INFORMATION**

Please notify the office immediately if you move, your number changes, your employment changes, or your emergency information changes. Additionally, if you are a student at USU, you are encouraged to register with the Campus Locator service. (Women's Center) If you move out of the Adams boundary, please apply for school choice at the district office immediately. If room allows, we will make every effort to keep your child at Adams.

### **DISCIPLINE WITH LOVE AND LOGIC**

Love and Logic is a way for teachers to take control of the classroom while at the same time teaching children to be responsible, think for themselves and be prepared for the real world. Love allows children to grow through their mistakes. Logic allows them to live with the consequences of their choices.

The purpose of our school wide discipline plan is to teach students how to make decisions and accept consequences in a manner that builds self-concept, involves them in solving their own problems and helps them grow in responsibility and self-discipline.

Rules are developed for the classroom and for common areas (e.g., playground, lunchroom, library, etc.). Staff members will model, expect and enforce rules by taking appropriate action when rules are violated.

A common set of core beliefs and principles identified by staff members serves as the basis for all decisions regarding the treatment of discipline problems. Recognizing that it is almost impossible to achieve total consistency of beliefs and reactions within a staff, teachers are encouraged to discipline students by selecting from a range of interventions and consequences with the understanding that the intervention or consequence used is consistent with the set of core beliefs and principles commonly agreed upon by the staff and aligns with the severity of the infraction.

It is understood that each person will develop special relationships with children and that these will be different in every case. Staff members have the responsibility of learning how to respond to students and set limits in effective ways rather than expecting others to do it for them.

### **EMERGENCY PREPAREDNESS**

The following instructions have been prepared by the Logan City School District Emergency Preparedness Committee, PTA, and school administration in preparing for emergencies, maintaining student and staff safety, and minimizing confusion and chaos.

In an emergency the school will:

- Respond as designated by the Emergency Plan and provide information through the Logan City School District and local radio stations.
- Care for students until it is safe for them to go home.
- Work with local agencies.

In an emergency the parents should:

- Tune in to local radio stations.
- Stay away from the school unless instructed otherwise by the district administration over the radio.
- Leave the phone lines open by not calling the school so that the school can manage the emergency.
- Refer to the Logan City District Emergency Plan.

In an emergency the students will:

- Stay with teachers and follow their instructions.

Additional information for parents:

- Emergency Supplies: Each classroom has an emergency kit provided by the district.
- Communications: Parents will be notified over local radio stations KVNU (610 AM) and KBLQ (92.9 FM). It is suggested that parents have a portable radio for emergencies.
- Buses: The principal will arrange for bus transportation where possible.
- Student Pick Up: Students will go home at the regular time and manner, if possible. Please don't go to the school unless instructed over the radio to do so.
- Length of Student's Stay at School: This depends on each emergency. Students will be cared for in the safest possible way.
- Other Agencies: The principal will work with other city agencies prior to and during the emergency for training, planning and implementation. The appropriate community agencies have been involved in emergency preparedness planning and training. The principal will work with other city agencies during an emergency.

### **ENTRANCES**

For the safety of our children, we have restricted access to our building. Students, staff, and parents may enter through the West or South doors. All other entrances will be locked during the school day. Parents and visitors should check in at the office. Students that eat breakfast at Adams may enter through the West doors at 7:40. All other student may enter after the first bell rings at 8:00. Parents that need to go to the office should park on the West side of the building and enter through the South door.

Our Kindergarten classrooms will have outside entrances that are accessible before and after each Kindergarten session. Once class starts, you should check your child in at the office and use the inside entrance to the Kindergarten classroom. Please do not knock or otherwise disturb our Kindergarten classrooms while they are in session. It is advisable for you to walk your child to his/her class if they are checking in late. If you are checking your Kindergartner out of school, you must first get a note from the office and then go to the inside entrance of your child's classroom.

### **FEES**

The Utah Constitution prohibits the charging of fees in the elementary schools. That means K-6 students cannot be charged for textbooks, classroom equipment or supplies, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place 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 will not be waived.

The school may ask you for tax-deductible donations, but the school cannot require donations and no child may be penalized for not making a donation.

### **FIELD TRIPS**

Field trips must be organized and planned so they directly relate to the curriculum in an articulated and coordinated manner. They may be used to place a variety of civic, cultural, community, and business resources within reach of the classroom. Principal approval of all field trips is required. Notification of the field trip should be given to parents well in advance of the activity (two weeks prior notice). Students who participate in field trip activities must have a district release form signed by a parent or legal guardian in order to participate. Parent or legal guardian approval by phone is not acceptable. All students are expected to purchase the sack lunch that is provided by the school.

### **HOMEWORK POLICY**

It is the policy of the Logan City School District that homework become an integral part of the teaching/learning process and will be required for all students. Homework should emphasize practice in reading and other basic skills and makeup work following absences from school. Suggested guidelines for each grade level:

Grades K-2	20 minutes daily
Grade 3	30 minutes daily
Grade 4	40 minutes daily
Grade 5	50 minutes daily

If your child is sick and you desire homework, please call the office and arrangements can be made to have the teacher contact you.

### **LOST AND FOUND**

We advise parents to label all items that might be lost by children. "Lost and Found" items are hanging on coat hooks near the library. Clothing or other unclaimed articles will be donated to a charitable organization at the end of each month.

### **LUNCH**

A lunch and breakfast menu will be posted on the Adams web page. ([adams.loganschools.org](http://adams.loganschools.org)) Students may go home for lunch, bring a sack lunch or eat school lunch. Please inquire at the office about free and reduced lunch applications. Lunch tickets may be purchased in the office prior to the start of school. Lunch and breakfast prices are available at the office.

Students will receive a red courtesy "lunch" stamp on their hand when they have \$1.00 or less remaining in their account. A maximum of three (3) lunch charges may be accumulated before the child will no longer be allowed to eat. Parents may call the office and request information about their child's lunch account.

Guests are welcome to eat at school. Since the program is set up for students, guests should only eat occasionally. Please notify the office before 9:00 a.m. and purchase a lunch pass in the office before lunch is served.

We are diligently and constantly working toward good table manners, courtesy and proper lunchroom behavior. We appreciate your cooperation and support in this regard. The following comments are intended to promote proper lunchroom behavior:

- "Walk, please."
- "Please sit on the bench with your legs under the table."
- "Thank you for keeping the floor and table clean."
- "Please eat your own food."
- "Please do not take food out of the lunchroom."
- "Please ask for help if you spill your food."
- "I'm sorry, saving places for others is not allowed."

Lunchroom Rules:

1. Students will walk quietly to and from the lunchroom.
2. Students will remain seated until they have finished eating.
3. Students will keep all food and paper on their own trays and their hands off the food and trays of other students.

4. Students will keep their voices low as they talk with others.
5. Students will show respect for the lunchroom workers and each other.
6. Students will go directly outside when they have finished eating.

#### Lunch Recess Rules:

1. Play only in designated areas.
2. Activities that involve inappropriate or excessive physical contact are not allowed.
3. Due to limited hall and no classroom supervision students are asked to stay outside until their teacher calls them in. A limited number of students may ask their teacher for a lunch library pass.

### **MEDIA CENTER**

The library will be open most mornings at 7:45. Students need to enter through the West doors and proceed directly to the library. Students are expected to read quietly and follow library rules. Students that repeatedly violate library rules will be excluded from using the library before school.

The mission of the school media program is to ensure that all students and staff are effective users of ideas and information in all formats.

Students may check out one or more books, depending on the teacher, every week. Books are due one week after check out. Audio-visual materials may also be checked out, but they are due the next day. There are no fines for overdue books. Students will be charged the replacement cost for lost or damaged books.

Parents are encouraged to visit and use the Library. Parent materials are available to check out on a monthly basis.

#### Media Center Rules:

1. Use the Media Center as often as you like for media purposes.
2. When talking is necessary, talk quietly.
3. Sit quietly and read after books have been checked out.

### **MEDICATION**

There are certain procedures that we must follow when administering medication at school in order to protect our students, abide by Utah law, and avoid the risk of liability if something goes wrong. The required procedures are as follows:

- Parents must provide the school with a current (renewed at the beginning of each school year) request for medication to be given at school.
- The student's prescribing practitioner (i.e. physician, dentist, etc.) must provide a current signed statement indicating that it is medically necessary for medication to be given during school hours.
- The District School Nurse should be notified and consulted with about the procedures for administering the medication.
- A record must be kept at the school documenting the date and time the medication is given along with the initials of the person who gave it. At the end of the school year this form should be put in the student's permanent cum folder.
- Medication must be delivered to the school in a container that has been properly labeled by a pharmacy. The information on the bottle must match the information provided on the forms.
- Students may self-administer asthma medicine provided they have the proper paperwork on hand. Students may not self-administer other medications. This means they may not carry medication with them and adult supervision is required when the medication is administered.
- Over the counter medications will be treated as prescription medicines and must come in the container that it was purchased in, with the above mentioned forms on file at the school.
- Non-medical school personnel should administer only oral and inhalant medications.
- If the drug or dosage of the medication is changed, new forms must be filled out and filed in the office.
- The school district nurse may work with the school to develop an emergency plan for any student who has a medical need that may develop into a health hazard requiring medication as a treatment (i.e., Anaphylactic reactions, diabetic insulin reactions, oxygen administration, etc.).

### **ORCHESTRA**

Orchestra is offered to 4<sup>th</sup> and 5<sup>th</sup> grade children interested in instrumental music instruction. Instruction will be provided twice a week during teacher preparation time (music, computers, media, and P.E.). Enrollment information is available at the office.

### **PRINCIPAL**

At times, it may seem difficult to contact the Principal. Because of commitment to supporting students and classrooms, the office is not a common place to find the Principal. However, the opportunity to talk with parents is of utmost priority. If

you'd like to talk by phone, or would like an appointment, please indicate to the office secretary that you are a parent, and give a brief explanation of your concern. Phone calls will generally be returned within 24 hours.

### **PTA AND COMMUNITY COUNCIL**

PTA and the Community Council have are an integral part of Adams Elementary, and the school owes much of its success to these organizations which are kept in motion by very dedicated and talented parent volunteers. Please contact the front office or PTA Council and let them know you'd like to volunteer.

The community council is comprised of two teachers, four parents, and the principal. This is a primary advisory council for the school which develops our school improvement plan, makes budgetary recommendations, and addresses parental concerns. Students, parents, and community members are encouraged to use the community council process to address concerns they may have.

### **PUBLICATIONS**

Throughout the year we have opportunities to feature classrooms on Channel 3, to publish student work, and to be featured in local publications. Additionally, our PTA publishes a student directory. If you do not support this, please provide a written note to the front office by September 15 so we may contact your child's teacher and the PTA.

### **READ TO ME**

Every child can be successful in school. We have identified several key factors that facilitate reading success at school. These factors are best provided by loving, consistent parents or other significant people who are part of the child's immediate circle, perhaps an older brother or sister, grandparent or child care provider:

- Read with your child for at least 20 minutes daily.
- Provide a quiet time and place to complete homework.
- Help your child follow through on daily school assignments. Remind your child to hand in completed assignments.
- Make sure that your child attends school regularly, arrives on time, and is prepared to learn.
- Look at your child's work.

### **RECORDS**

Accurate information for emergencies is critical. Please notify the school immediately when changes occur in addresses, telephone numbers, or emergency numbers. Changes in names given for emergency contact or for custodial reasons need to be given to the school promptly. If you plan on moving, the school can give you a copy of the student's records but the original records need to be sent to the new school.

The Family Education Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit a written request to the school principal that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading. Parents may ask Logan City School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District discloses information contained in education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Note: Personal information about students, known as directory information, can be made public. This information may include a student's name, address, telephone number, and other information typically found in school yearbooks or



athletic programs. Photographs or videotapes of school and classroom activities and public performances are also included in this classification. If parents do not wish this information to be made public, the school must be contacted within 15 days of this notice. The Adams School PTA directory will include information about the PTA and the school. The name, address, and phone number for every student will also be included. If you do not want your phone number included, please notify the office in writing by September 15<sup>th</sup>.

### **REFOCUS – REDIRECT – RAISE RESPONSIBILITY**

Adams teachers strive to maintain a high number of positive interactions with students and limit negative interactions with students. Praising them, expressing appreciation and gratitude, encouraging them and pointing out every good thing possible is our main goal. We want to reach out to students in kind, loving and helpful ways while building on strengths rather than dwelling on weaknesses or mistakes. We all make mistakes and we can all learn from them.

We believe that students must be responsible for their actions while we support them through the consequences they experience. Loving and caring educators foster cooperation and democracy. They teach students social skills and acceptable ways to resolve conflicts and problems. Successful students learn and apply these skills in their relationships with others. Most of the students function in productive, friendly ways as they learn to work through their problems with others. They also learn to control their own behaviors when they interact with others. If a child doesn't learn this...we have cause for concern.

Sometimes when students have behavior problems it is due to problems with learning. They may simply need extra help and attention. We can provide this help in the Refocus – Redirect – Raise Responsibility room by reviewing a concept or clarifying instructions. With extra help the student can soon return to class. However, if a child is consistently disrupting a class, fighting or simply not getting along there may be a serious underlying problem. When this happens we will seek input from parents and/or follow up with the consequences of the safe school policy. Showing empathy for a student while holding them accountable is vital for the student to grow in self-esteem and responsibility. We want children to learn to accept responsibility for the consequences of their choices. We all have choices but once those choices are made the results must be dealt with (whether positive and to our advantage or negative and to our disadvantage).

### **REGISTRATION**

Parents must come to the school office to register a new student. The principal will notify the assigned teacher that a new student has been enrolled so that the teacher can organize materials and prepare to welcome the student into the class. The principal or the school secretary will introduce the new student to his/her teacher at the start of the next school day. Please consider the following:

1. Age of Admission - Children who are five (5) years old on or before September 1st are eligible for Kindergarten.
2. Birth Certificates - A birth certificate verifying the child's birth date is required at the time of registration.
3. Proof of residency – A rental agreement, a utility bill, a driver's license with the current address on it.
4. Physical Examinations - The Logan City School District encourages a physician's complete physical examination for all pupils entering Kindergarten and again in the third grade.
5. Immunizations - A child must have proof of required immunizations when entering the school as a new student.

The minimum required immunizations for school entry include:

- 5 doses of DtaP/DTP/DT – 4 doses are acceptable if the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday; 3 Td required if started after age 7.
- 4 doses of Polio – 3 doses are acceptable if the 3<sup>rd</sup> dose was given after the 4<sup>th</sup> birthday.
- 2 doses of Measles – required of all students kindergarten through grade 12. Two doses of Measles, Mumps, and Rubella (MMR) vaccine are acceptable. The first dose of measles containing vaccine must be given on or after the 1<sup>st</sup> birthday.
- 1 dose of Mumps – must be given on or after the 1<sup>st</sup> birthday.
- 1 dose of Rubella – must be given on or after the 1<sup>st</sup> birthday.
- 4 doses of Haemophilus Influenza type b (Hib) – dosing schedule is based upon student's current age and number of previous doses received. Hib is not required for kindergarten entry.
- 3 doses of Hepatitis B – required for students born after July 1, 1993 prior to entering kindergarten. It is not required to attend an early childhood program.
- 1 dose of Varicella (chickenpox) – EFFECTIVE JULY 1, 2002 – required for students born after July 1, 1996 prior to entering kindergarten. It must be given on or after the 1<sup>st</sup> birthday. Parental history of disease is acceptable. Parent/Guardian must sign verifying history of disease.
- 2 doses of Hepatitis A – EFFECTIVE JULY 1, 2002 – required for students born after July 1, 1996 prior to entering kindergarten. The first dose of Hepatitis A must be given on or after the 2<sup>nd</sup> birthday.

### **READING INTERVENTION**

Each grade level will have dedicated time during the day for "reading intervention." This intervention will provide opportunity for teachers and paraprofessionals to work with students on enrichment or to provide additional help.

## **SAFE SCHOOL POLICY**

Safe schools refers to the belief that all students have an opportunity to learn in a safe environment that is conducive to the learning process, and free from unnecessary disruption. The Utah Legislature passed a law that requires school districts to develop a conduct and discipline policy for all students. The following provisions govern the conduct of school age individuals in the Logan District Safe School Policy:

- A. Students shall:
  - 1. Be given notice of applicable rules of conduct,
  - 2. Comply with applicable rules of conduct,
  - 3. Show respect for other people and obey persons in authority.
- B. Students may be suspended or expelled from a public school for the following reasons and students may not:
  - 1. Possess weapons or any replica or facsimile of weapons, or other material dangerous to persons or property, regardless of intent and whether functional or non-functional,
  - 2. cause damage to personal or real property or cause harm to others through: (a) arson; (b) burglary; (c) stealing; (d) criminal mischief; (e) battery; (f) assault; (g) harassment; (h) vandalism; (i) hazing; (j) participation in any activity which violates an applicable school rule or federal, state or local law or ordinance, or disrupts normal school proceedings or through threats of participation in any plan or conspiracy to the foregoing; (k) participation in conduct which threatens harm or does harm to the school, school property, person associated with the school or property associated with such persons.
  - 3. Commit an offense against an educator.

We use a variety of prevention and intervention strategies for improving student behavior and limiting the expulsion or suspension of students from school.

## **SAFETY AND COURTESY CONSIDERATIONS**

- A. Students should not bring skateboards, roller blades, roller skates, scooters, CD and tape players, sports equipment, toys, games, cards and other such items to school.
- B. A student is allowed to ride a bicycle to school when:
  - a parent has given permission.
  - all riding safety and courtesy rules are known and willingly followed by the rider.
  - the bicycle is walked on the school grounds during, just before and just after school
  - the bicycle is parked and locked in a bicycle rack during the school day.
- C. Bikes may not be ridden on school grounds during the school day. Students are asked to stay away from the bikes once they have been placed in the bike racks. Students are encouraged to wear bicycle helmets and discouraged from riding double. The school does not assume responsibility for lost or damaged bikes.
- D. Sports or games that involve excessive physical contact are not allowed. For example, tackle football is not allowed.
- E. It is against Logan City ordinances to throw snowballs or any other "projectiles".
- F. Children should not play between the school building and the street on the South and West side of the building.
- G. Be courteous, considerate, and use proper language at all times.
  
- H. Walk and keep to the right when moving through the hallways and doors.
- I. Use good restroom manners. Do not clog the sinks and urinals with paper.
- J. Do not ride double or "spin" on the swings. Please take turns riding on the swings.
- K. Don't climb trees, fences, ramps, basketball standards, poles supporting swings, the school building or other structures not intended for climbing.
- L. Do not play in Adams Park.
- M. Students are not automatically covered by accident insurance while attending school. It is the responsibility of parents to provide accident insurance for their children.

## **ABC CLUB**

Students that are reading below grade level may be invited to participate in small group tutoring during their electives (computers, music, PE) or after school to help ensure their success in school. Parents will be notified of the invitation by their child's teacher and will be given opportunity to ask questions and express concerns.

### **STUDENT EDUCATIONAL PLANNING (SEP) CONFERENCES**

SEP is a program in which the student, teacher, and parent meet to set student goals and review progress. This allows everyone concerned to work toward the same goal. The child also has input into and feels more a part of his/her education. SEP conferences are scheduled twice a year (Fall and Winter). Parents and students (except for kindergarten) attend SEP conferences. Teachers will notify parents of their appointments prior to the SEP conference dates. Please do not plan family vacations during SEP conference days.

Parent conferences with the teacher may be scheduled any time during the school year by either the parent or the teacher to discuss individual concerns. Appointments should always be made with teachers so that conferences can be private and objective.

### **STUDENT PLACEMENT POLICY**

Creating a successful school with high academic achievement starts with placing students in equally balanced classes. Teachers play a key role in the placement process. Teacher meet together as a grade level near the end of the school year and divide the students into classes that are equally balanced in relation to all the other classes at their grade level. When class groupings are made teachers take into account the individual needs of the students as well as the composition of the whole group.

Student Placement Information Forms are available in the office for parents who want to bring pertinent placement information to the attention of the principal. The placement information form may not be used to request a specific teacher. Student Placement Information Forms are available in April, and parents are notified in the PTA letter to pick these up. These are due before the first day of May. Teacher assignments will be posted in August just prior to Back-To-School Night. Parents also can call the school office after August 15 to find out their child's teacher. We want to place students in a manner that builds positive relationships between the home and the school. We appreciate parental input that will help us better serve our students.

### **TARDIES**

Students that are habitually tardy disrupt the educational environment and deprive themselves of educational opportunity. Please help us teach your child that punctuality is an important life skill.

### **TELEPHONE**

The secretary or an office aide is available to take calls from 8:00 a.m. to 3:00 p.m. Teachers are not available to take phone calls during instructional time; please be prepared to leave a message. Students will be allowed to use the office phone for school business with the approval of their teachers. Arrangements for transportation home or requests to go home with a friend need to be discussed before a child leaves home in the morning not after school on the phone. Spanish translation is available before and after school from 7:30 to 8:30 and 2:30-3:00.

### **TREATS AND SNACKS**

Treats and snacks are allowed within the confines of the classroom under the teacher's direction. Store bought treats brought to school by the parents for the child's birthday are acceptable, if cleared with the teacher and arranged to be given at a time which will not interfere with the regular school program. Candy and gum are not allowed at school for any reason.

### **VIDEOS IN THE CLASSROOM**

Videos must be used for instructional purposes. Videos that are purchased or rented may be used according to the following requirements:

1. The video is shown in the classroom. Auditoriums are not to be used for showing such videos.
2. The teacher is present with the students when the video is shown.
3. Showing videos for recreation, reward, or entertainment purposes is prohibited.
4. The video is a lawfully made and obtained copy.
5. Video materials that are rated PG, PG-13, NC-17, R or X by the motion picture association, and TV programming that is rated TV-PG, TV-14, or TV-M should not be shown in their entirety in school.

### **VISITORS**

Parents are welcome at school and may visit at any time. Please make prior arrangements if you plan to visit your child's teacher. Please sign in at the front office before visiting the classroom.

Only enrolled students will be allowed to attend classes. Please note that the school will not facilitate custodial visitation. Only the primary custodial parent will be allowed access to their children during the school day. It is a reasonable expectation that parents will work out visitation during non-school hours. If you have concerns regarding custodial visitation or access, please contact the Principal to apprise him of your situation.

### **SCHOOL SPIRIT**

Our mascot is the Owl and school colors are blue and white. We like to celebrate our school spirit every Friday by wearing school colors or school shirts.

Please have a fantastic year! We care about you and want to ensure that every Adams' student is given life-long skills for success.

P.S. Help us save a tree! If you received multiple copies, please send back the extra copies with your children. In the future, we will only send this booklet home with new students, or by request from the parent. If you would like to suggest changes to this booklet, please contact the Principal.

