

Fox Hollow Elementary

School Policy Handbook

Shawn Brooks, Principal

(Updated September 27, 2021)

SCHOOL INFORMATION

Fox Hollow Elementary School
1450 West 3200 North
Lehi, Utah 84043

School Office	(801) 610-8706
School FAX	(801) 768-2742
Nurse	(801) 610-8706 Extension 305 (Fridays/ Jennifer Vogl)
Mascot	“RIDER”- FOX
Colors	Red, Navy and Yellow
Website	https://foxhollow.alpineschools.org

School Model and Schedules

We use the traditional day model schedule for first through sixth grades. Below you can see the daily schedule for our students.

(Tuesday-Friday) Preschool – A.M. 9:30 a.m.-12:15 p.m. / P.M. 1:00 p.m. -3:45 p.m.

(Monday-Friday) Kindergarten - A.M. 9:15 a.m.-12:00 p.m./ P.M. 12:45-3:30 p.m.

(Monday- Friday) 1st-6th Grade: 9:15 a.m.-3:30 p.m.

21st CENTURY LEARNERS

Deeper Learning- At Fox Hollow Elementary, we recognize that students are facing a more challenging world and that the days of set knowledge and accomplishments based on content are over. The 21st century learner must be prepared with knowledge, skills and dispositions that will help them flourish as citizens of the ever-changing world. Deeper Learning is the process of acquiring the 6 global competencies: character, citizenship, collaboration, communication, creativity, and critical thinking to meet challenges and to be successful in life.

S.T.E.A.M.- We understand that S.T.E.A.M. is more than just a set of activities designed to help students experience Science, Technology, Engineering, Art, Music and Math. S.T.E.A.M. is a way of learning and enhances deeper learning. Classroom teachers, along with our S.T.E.A.M. teacher. (Mrs. Jenni Whitlock) will be using the Engineering Process with S.T.E.A.M. activities to help students come up with creative solutions to real world problems, while applying the grade level common core and learning skills and dispositions taught during the year. Additionally, through our specialties of Music,

Computer Technology, Library and Gym, students will have the opportunity to extend, explore, design, and create projects that are driven by their own interests and desires.

FOX HOLLOW SCHOOL DISCIPLINE AND CONDUCT PLAN

Fox Hollow Elementary School's faculty and staff are committed to the development of a positive discipline management program based upon Alpine School District Board policy #5060. Emphasis is placed upon the positive rather than the negative. Rules of discipline are developed to help ensure the learning, safety and well-being of our students and faculty. All staff members have been trained with the "Positive Behavior Interventions and Supports (P.B.I.S.)" training to help support students with proper conduct at school.

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

The school expects each student to follow acceptable standards of behavior as set by the Alpine Board of Education.

1. Students will not cause or attempt to cause damage to school property or attempt to steal property.
2. Students will not cause or attempt to cause damage to private property or steal private property.
3. Students will not cause, attempt to cause, or threaten to cause physical injury to another person.
4. Students will not have in their possession, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object.
5. Students will not have in their possession, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind. [Policy 5430](#)
6. Student will not be in possession of or use tobacco. [Policy 5430](#)
7. Students will not cause commit an obscene act or engage in habitual profanity or vulgarity.
8. Students will not cause disruption to school activities, instructional programs or other aspects of the school day.
9. Students will not willfully defy the valid authority of school personnel.

Rule infractions will be considered on an individual basis. The administrator will consider past history or violations, severity and circumstances. Based on the administrator's findings the child's behavior may lead to one or more of the following disciplinary actions:

- Reprimand
- Loss of privilege (e.g., recess time)
- Individual student contracts
- Parent/Student/Teacher Conference
- Principal/Student Conference
- Buddy Classroom or Low Reinforcement Room (LRR)
- Community Service (e.g., help the custodian clean)
- Parent/Teacher/Student/Principal Conference
- In School Suspension (ISS) or Out of School Suspension (OSS)

A phone call will be made to the primary contact's phone number to notify parents if a child is referred to the office for disciplinary reasons.

Student Rights and Student Responsibilities:

Students contribute to a quality learning experience by coming to class every day with a positive attitude, personal integrity, and a commitment to making good choices.

Student Rights:

The Constitution and the laws of the United States and the state of Utah give students many legal rights and liberties. School Board policies and regulations provide students many privileges as well, according to their ages and maturity levels. Students may exercise these rights and privileges as long as they do not interfere with the rights of others or the schools' ability to provide a safe learning environment.

Fox Hollow Elementary students have the right to...

- Attend a safe, welcoming school and belong to a community that values and promotes learning alongside social and emotional skill development through a positive behavior approach.
- Expect courtesy, fairness, and respect from school staff members and other students.
- Expect that all property will be safe and not damaged.
- Express opinions freely through speech, assembly, petition, and other lawful means.
- Advocate for change in any school policy or regulation.
- Present a concern or complaint to teachers, counselors, or the school principal if the actions, inactions, or decisions made by a school official do not seem to be in the best interest of the student, and to expect a response.
- Present a concern or complaint to the region Alpine School District office, if not satisfied with the resolution of a complaint presented to the principal, and to expect a response.

Student Responsibilities:

Fox Hollow Elementary expects students to balance expression of their rights with observance of their responsibilities. Even the youngest children can demonstrate accountability by treating others fairly and following the rules.

Fox Hollow Elementary students have the responsibility to:

- Attend school regularly, on time, and follow assigned schedules.
- Follow rules, procedures, and processes.
- Dress appropriately for a K-12 educational environment.
- Respect the authority of staff members.
- Respect the rights and property of others.
- Respect others' beliefs and differences.

- Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
- Resolve disputes peacefully.
- Refrain from bullying or hurting other students.
- Tell school staff members about any behavior that may cause danger to anyone.
- Request access to social, emotional, and behavioral supports when needed.

The Rules of Student Conduct apply to students at all times:

- In school buildings
- On school grounds
- In virtual classroom environments
- On buses and other school vehicles
- At bus stops
- At school and school-related activities both on and off school property
- Off school property and outside school hours if the conduct is detrimental to the school, adversely affects school discipline, or results in a criminal charge or conviction

Thank you for taking the time to review these rights and responsibilities with your student(s).

Fox Hollow Elementary is committed to working with parents to help children develop the characteristics of responsible citizenship.

The school principal, teachers, and parents work together to teach students the behavior, social, and emotional skills needed to be successful in schools and in life. School is a positive place to learn, to make mistakes, and to explore new ideas. Students learn to collaborate, develop empathy for others, manage and express their emotions and behaviors in healthy ways, and take responsibility for their actions. Skills including self-awareness, self-management, social-awareness, relationship skills, and responsible decision-making are taught in various ways throughout a student’s academic career.

Fox Hollow Elementary uses a Multi-Tiered System of Support (MTSS) framework with our school mascot, RIDER, to support students’ academic, behavior, social-emotional, and wellness needs. These needs are connected and, as a result, schoolwide practices must support a whole-child approach. School intervention teams make decisions based on data to provide differentiated classroom instruction and teach the necessary skills for all students. Fox Hollow Elementary uses the Positive Behavior Interventions and Supports (PBIS) within the MTSS framework to design, teach and reinforce necessary skills.

- Tier 1: Teach social, emotional, and behavioral skills to all students. Recognize and encourage students when they demonstrate these skills and are responsible citizens of the school.

- Tier 2: Provide additional instruction and practice in small groups, in collaboration with families, for students who have not yet developed identified skills.
- Tier 3: Develop an individualized intervention, which emphasizes the teaching of new skills, in collaboration with the family and school staff.

Teachers and school administration use careful judgment and consider many factors including the age of the child, how the child has responded to past interventions, and impact on others in determining when students need help with behavior, and if so, what administrative responses are appropriate.

Occasionally, more intensive strategies may be needed for a student to calm and self-regulate or fix what has been broken or interrupted. In these cases, a logical consequence, one that fits the situation, may be applied such as making an amends, loss of a privilege, or positive time out/take-a-break. Lastly, if a student needs time away from the setting to calm and re-establish self-control, taking a brief time out in the Wellness Room or in another classroom with a Buddy Teacher is appropriate.

If after trying three strategies, the problem behavior does not decrease in intensity and/or frequency, teachers and staff ask for an administrator's support by completing an Office Discipline Referral (ODR). It is always best practice to conference with a student to truly understand and hear their perspective, insert their voice and restore the relationship. These conversations are likely to determine solutions and identify possible academic, behavioral, social, and emotional skills that require support.

All along the way, parents are called to be included in how best to support their child at school. Parents know their child best and are critical in finding the best strategies to resolve problems. The school/ home partnership will always be the best way to help each child to improve behavior and develop the character and citizenship needed to be successful in life.

If you have further questions or concerns about Fox Hollow's philosophy to support student behavior, please call the front office to talk with school administration.

FOX HOLLOW'S MISSION STATEMENT

Our mission is to elevate our community by helping students to reach their full potential.

FOX HOLLOW'S VISION STATEMENT

As a school community, our vision is to establish and maintain a safe and collaborative culture where we seek out and implement best practices, as we help all students develop the knowledge, skills and dispositions necessary for 21st century success.

VALUES

We, the stakeholders of the Fox Hollow Community, value:

- Student Achievement
- Mutual Respect
- Integrity
- Personal Responsibility
- Academic Opportunities
- Communication, Collaboration, and Community Partnerships

WEBSITE

Please refer to <https://foxhollow.alpineschools.org> for information about the following topics:

- Principal's Weekly Newsletter
- Calendar of Activities and Events
- School Hours
- Office Hours
- Faculty and Staff Listing
- School Support Staff
- PTA
- School Community Council

TELEPHONES

Please call 801-610-8706 for Fox Hollow's Voice Mail System. Each teacher has an extension (the extension is their room number) for non-emergency messages. Please note that teachers are unable to answer their telephone during the instructional day.

ALPINE SCHOOL DISTRICT CALENDAR

Please refer to the following calendar link for a listing of all activities at the school and Alpine School District:

<https://alpineschools.org/calendars/>

ATTENDANCE

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

Family Vacations and Special Events - When possible, please consult with your child's teacher to discuss the impact on your child's education and the necessary make-up work upon your child's return. A student has 2 days to complete the make-up work, or the assignment will remain unexcused.

Chronic Illness - If your son or daughter has a chronic health condition that results in intermittent absence from school, please contact the office for procedural information.

On Time - It is important for students to report to school on time. Children coming late to school should report to the office and checked in by parents before reporting to the classroom. The end of year perfect attendance awards will not be awarded to students with tardies.

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

Early Arrivals - Please refrain from dropping your student off early. The school provides supervision 10 minutes prior to the start and end of the day. Early arrivals and late pick-ups pose a safety risk to the student.

Start Times

K – 6th = 8:55 a.m.

K (p.m.) = 12:35 p.m.

Preschool = 9:25 a.m. and 12:55 p.m.

ARRIVAL AT SCHOOL

When students arrive (as early as 8:55 a.m.) at school they should go directly to the back playground or teacher designated line-up location at the start bell. Students are encouraged to not disturb the

teachers who are busy getting ready for the day and working on professional development. Aside from visiting the lunchroom to eat breakfast or visiting the library to complete homework or read a book, students should be outside until their teachers come to get them at 9:10 a.m.

Inclement Weather: If the weather is bad outside, students will see the red flag hanging in front of the school, by the main doors. They will enter the building and go to their grade level's designated place until the bell. Teachers will pick them up to go to class.

BICYCLES, SKATEBOARDS, ROLLER BLADES, POGO STICKS, HEELYS, & SCOOTERS, etc.

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

- a. Follow traffic rules
- b. Park in racks - bicycles/ scooters locked (at owner's risk)
- c. Walk bicycles & scooters on and off school grounds
- d. Bicycles and scooters are not allowed in the school building

Students may lose their eligibility to ride their bicycles/ scooters, if rules are not followed.

Please note that skateboards, pogo sticks, roller blades, roller skates, Heelys (wheels inside the heel of shoes), or other wheeled modes of transportation should be left at home. If they are found inside the school or on the school grounds, they will be collected and held in the front office for parents to come and pick up. We realize that these forms of transportation can be a fun way to travel, but they are not allowed at school.

BOOKS & SUPPLIES

All textbooks are loaned to students free of charge with students being held responsible for loss or damage. Your child's teacher will contact you, if there are any donations of supplies that may be needed for the class.

CHECKING STUDENTS IN AND OUT/CLOSED CAMPUS

We encourage parents to make doctors' appointments before or after school. We realize that this is not always possible. Parents are required to sign and log their child out during the school day. Students are not allowed to leave the campus once they arrive, without being checked-out through the front office. Students who choose to go home for lunch need to submit to the office written parent permission to leave campus.

PARENT MEETINGS WITH TEACHERS

We encourage open communication between our staff and parents. If you have a concern regarding your child, your first communication should be with the classroom teacher. If you feel you do not receive resolution to your concern, then a meeting can then be scheduled with the teacher, principal and parent.

***** We ask that parents schedule an appointment via the school's website (use the teacher's email) and refrain from conferencing with teachers during the instructional day. Our teachers' first responsibility is to teach and attend to the students. It is not appropriate for parents to take time to meet with teachers during classroom instructional time. Thank you for helping teachers to have the time to teach your student(s).***

COMMUNICATION

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

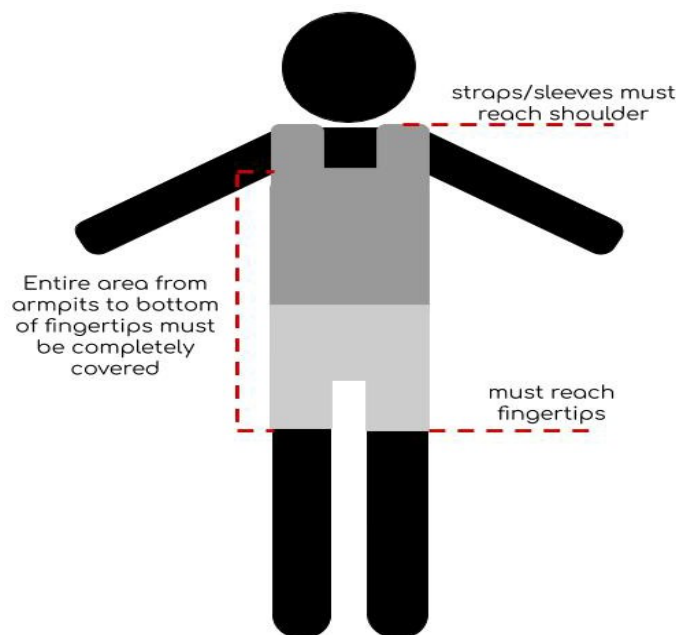
Teachers may have other ways that they communicate with parents, please use that communication pathway to ask questions and communicate with your child's teacher. Whenever you have a question regarding anything happening at Fox Hollow, please check the school's website and principal's newsletter or call (801-610-8706).

- Fox Hollow's Weekly Newsletter- Make sure your email is current in Skyward to receive this weekly newsletter.
- Teacher Newsletters and other forms of communication
- Students' Grades- Students' grades and attendance are accessed via the Internet through Skyward.
- School Messenger – Parents will be notified by telephone through our School Messenger Telephone System for unexcused absences or important school events. Please make sure a current phone number is on file in the office. Occasional supplemental information to the principal's newsletter will come via the School Messenger system (e.g., Telephone, Email, Text).
- PTA's Newsletter
- Parent Teacher Conferences- These will be held in October and February.
- Voice Message- You may leave a voice message for the teacher or principal.
- Email- Check our website for email addresses of teachers and administration.
- Please make sure that the school has current phone numbers to reach parents and guardians.

DRESS CODE

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

- Shorts may be worn as long as they fit properly (not too short).
- Tops that show bare midriffs, strapless outfits, spaghetti straps, muscle shirts, and see-through blouses/shirts are not allowed.
- Avoid clothing with inappropriate pictures or language. (profanity, beer advertisements, etc. are not appropriate).
- Hats may be worn to school, but they should not be worn inside the school.
- Tennis shoes are strongly suggested for PE and to avoid injury.
- For safety reasons, flip-flops are discouraged and should not be worn at school.
- Makeup or unusual hair coloring that is disruptive to the educational process is not appropriate for our school.



EMERGENCY INFORMATION

In the event of an emergency, the policy at Fox Hollow School is to retain the students at the building when conditions are safe. Should there be a major disaster, teachers and staff members will remain at the school to care for the students. In the event that the school becomes unsafe, students will be moved to an off-site location.

Students may only be released to their parents or to another responsible person on the release form. Teachers will keep a written record of student releases. This emergency checkout record will include the time the child was checked-out of school, and by whom.

Parents are asked to update emergency contact information during the year (i.e. address and phone numbers). Please keep this updated regularly through Skyward, under the student information tab. Contact the school's office, if you have any questions.

FIELD TRIPS – PERMISSION AND FEES

Students without written permission to participate in a field trip will be placed in another classroom during the field trip. Parents may obtain assistance with field trip and class activity fees by submitting an application for a fee waiver to the principal. It is not permissible for parents to bring younger siblings when they are supervising a field trip. The parent's full attention should be given to the safety of the children they are supervising. All parents who desire to chaperone for a fieldtrip need to request a background check at the District Office for a \$35 fee to receive clearance for fieldtrips and other activities.

HEALTH SERVICES / FIRST AID

- The following guidelines will help to control communicable diseases in our school environment:
- No child with a fever should be sent to school. A child should not return to school until free of fever for 24 hours.
- Students with nausea, vomiting or diarrhea should stay home.
- Restlessness at night, red, watery eyes, flushed face, headache and swelling on the face are often signs of oncoming illness and the child should not be sent to school.
- A child with a "mild" cold and no fever may go to school. A child with a "heavy" cold with uncontrollable runny nose and a deep, hacking cough should stay home.
- A persistent sore throat or earache should always be checked by a doctor to rule out infection.
- Do not send a child with a rash to school until your doctor has said that it is safe to do so.

First aid is limited to the immediate temporary care of an accident or sudden illness. When the school nurse or a trained first aid responder determine that a student should be sent home for reasons of illness or injury, the school will call an emergency contact on the student's emergency card to arrange transportation. For legal purposes, the school nurse or faculty does not transport students.

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

MEDICATIONS

- All medication/pills, whether they are prescription or across-the-counter medications, must be held in the school office. Students may carry asthma inhalers with them at all times. Make sure that the teacher and office are aware of inhalers that your student is bringing to and from school.
- Medications are to be administered by the nurse or a designee assigned by the building principal.
- Across-the-counter medications must be in their labeled container and may only be administered at the school, if the medication authorization form has been completed by your doctor and the school nurse has it written in the school health care plan.
- All drugs must be in the original container and may only be administered in the amount stated.

- The parent or legal guardian must bring all prescription medication to the nurse or the secretary in the office and complete the check in form.

VISION AND HEARING SCREENING

During the fall of each school year, the district conducts a vision and hearing screening, according to the student's grade level. A physician referral form will be sent home if it is determined that further evaluation is necessary. If at any time during the school year you wish to have your child's vision or hearing status rechecked, please contact the school and they will put you in contact with the appropriate person.

IMMUNIZATIONS

The date of the required immunizations must be reported to the school before each child may attend school. There is a 21-day grace period. Immunizations and records are available from your private physician or from the Utah County Health Department (370-8700, 589 South State, Provo)

INSURANCE

Parents may purchase insurance that is available through the state. This is a service to students, and the school does not profit from this program. Insurance information will be sent home via the school newsletter. The school does not carry medical insurance on students for accidents that may happen at school. Accidents that occur at school during school hours should be brought to the attention of the school office and the school nurse.

GRADING/COMPUTER TRACKING

Students' grades and attendance can be accessed via the Skyward. Login information is sent to parents at the start of the school year. You may access Skyward from either the Fox Hollow website or the Alpine School District website.

INTERNET AND NETWORK RESOURCES

Students have the opportunity to use computers at school as a valuable learning tool. All families are required to sign a permission slip to allow student access to the Internet and other networked resources at school. Permission will be granted through a new online process this year. Please note the school staff is committed to supervise the use of these resources. Improper student use of internet resources or computers will result in disciplinary action. If a computer is intentionally damaged by your student, you will be notified and damages or replacement of the chrome book, I-pad, computer or headset will be your responsibility for replacement.

LIBRARY

Children will have the opportunity to visit the library weekly as a class or by obtaining a pass from their classroom teacher. Books will be circulated for a week, with two renewals, if needed. Each child is responsible for items checked out. There will be a charge for lost or damaged materials. A student with an overdue library book is not allowed to check out additional books until the overdue book is returned. Promotion slips and yearbooks (if purchased) will be held until book fees are paid.

LOST & FOUND

Students should write their names, in ink on the labels of their coats, sweaters, lunch pails, etc. Found articles are placed in the lost & found box in the southeast entrance to the playground of the school. Please encourage your child to check this box. Smaller items, such as glasses, watches, jewelry, change purses, keys, etc., are taken to the school office and kept there for at least two weeks. Unclaimed articles left in the classroom for at least two weeks will be placed in the lost and found box. Items not claimed will be donated to charity several times a year.

BREAKFAST & LUNCH PROGRAMS

Students may purchase a hot lunch or they may bring their own lunch from home. The cost for a school lunch can be found at this website:

<https://drive.google.com/open?id=0B24DLEBn2DyseGtDOThKaDNrcUE>.

To purchase a lunch, send a check (to Alpine Food Services) or cash to school with your child. Students are assigned a computer identity number, which allows them access to their own lunch account. Lunch accounts are carried from one year to the next including from elementary to secondary. When the account is down to one lunch left, the child will receive a stamp or a note will be sent home informing the parent that more money is needed. Parents may choose the convenience of paying on line and without cost at <https://www.mypaymentsplus.com/>. Parents can view the lunch balance and set up alerts or automatic payments as well.

FREE OR REDUCED LUNCHES & BREAKFAST

Application forms are sent by the Alpine School District to homes with a letter to parents or guardians. To apply for free or reduced price meals, you may either send the application in the mail to Alpine School District, Food Services, 490 N. State Street, Lindon, UT 84042, or access forms at <https://alpineschools.org/nutrition/>. For questions, please contact the Food Service Office at 801-610-8031. Families on free or reduced lunch at the end of school last year at any Alpine District School will remain on the program for 30 days. Reapplication must be made for the families to remain qualified.

LUNCH CHARGES

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

- Students without a lunch should report to the school office by 10:30 a.m. so that other arrangements can be made.
- Classrooms should not be interrupted in the morning for parents delivering lunches.



LUNCH RECESS/ LUNCHROOM STUDENT EXPECTATIONS

During recess, students have an opportunity to play appropriately with their classmates. They may choose to play safely on the equipment, join in various field games or simply socialize with their friends. Contact sports are not allowed. During extreme weather conditions, students will be picked up in the lunchroom by their teacher. If a grade happens to have recess first, they will stay in the classroom (inside recess), before going to the lunchroom.

All students are expected to follow directions from the lunch aides throughout the lunch recess period.

In the lunchroom, students are expected to remain seated, eat their lunches using good manners, talk respectfully with their classmates, and clean their area when finished eating. They are required to listen quietly when the lunch aides give directions and to walk when entering or leaving the cafeteria. Food should not be taken out of the lunchroom to the classroom or playground.

Students will be given time to eat their lunches. Prior to leaving their table, students will need to clean their area and pick up any garbage that needs discarded.

MAKE-UP WORK

When students are absent or out of the classroom (student council, doctor appointments, nurse's office, etc.), it is the student's responsibility to talk with their teacher to obtain missed assignments. Teachers will cooperate with the students in accepting their assignments. It is the student's responsibility to acquire, complete and turn in missing assignments. Parents requesting assignments for absent children must make the request before 10AM of the day they would like to pick up the material in the office after school.

PARTIES AT SCHOOL

Room parents and teachers will coordinate the scheduled parties and should not exclude groups with differing religious backgrounds. It is permissible for children, on their birthdays, to bring a book or small birthday trinket for their classmates. Please coordinate with your child's teacher. Any treats need to be individually wrapped. The Alpine School District requires that any food that is brought into the school needs to be commercially prepared and packaged.

PARTIES AND OTHER ACTIVITIES AWAY FROM SCHOOL

Students often invite classmates to special celebrations outside of school - most commonly birthday parties. Please note that we discourage students from distributing these invitations at school or to make phone calls from the classroom or office to make arrangements for rides to parties or other activities. Please make all arrangements for parties and other out of school activities from the home. Thank you!

Birthdays

As of this year, please avoid bring birthday treats from home. Please consider giving the class or our school library a book, as a gift, rather than treats. You could also provide pencils or other school tools for the treat at the birthday party.

PERIODIC PROGRESS REPORTS

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

PHYSICAL EDUCATION

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

PROHIBITED ITEMS AT SCHOOL

Items that are not connected with the school program (radios, toys, games, Pokemon Cards, etc.) are to be left at home. Weapons and look-alike weapons, including pocket knives, are **not allowed** at school. I

REPORT CARDS

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

SEP CONFERENCES

Individual SEP (Student Education Plan) parent-teacher conferences are scheduled for parents of students, K-6 grades, during October and February. See calendar or weekly newsletter for dates. Parents are strongly encouraged to attend.

SPECIAL ACCOMMODATIONS

If you or your child has disabilities that require special accommodations, please contact your child's teacher and the school principal.

PROGRAMS FOR STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; 2) has record of such impairment; or 3) is regarded as having such an impairment. The Alpine School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district. Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact Principal, Shawn Brooks.

SPECIAL PLACEMENT REQUESTS

The administration is anxious to provide equal opportunity to all students, as well as meet the needs of the one. To achieve fairness, the school is responsible in bringing about a proper balance of classes with regard to size and ability span. No one area can be overlooked without producing inequity for students and teachers. With these factors and goals in mind, the educational staff has compiled carefully balanced class groupings. Careful thought was given to unusual circumstances that warranted consideration in student placement. We recommend that parents not request a particular teacher each year.

Once the school year has started, we ask that you give your child a two-week probation period before making any special requests, and request you to work with the teacher on concerns you may have. While the administration would like nothing more than to grant all parent requests, it is sometimes impossible as a result of classes being scheduled to capacity.

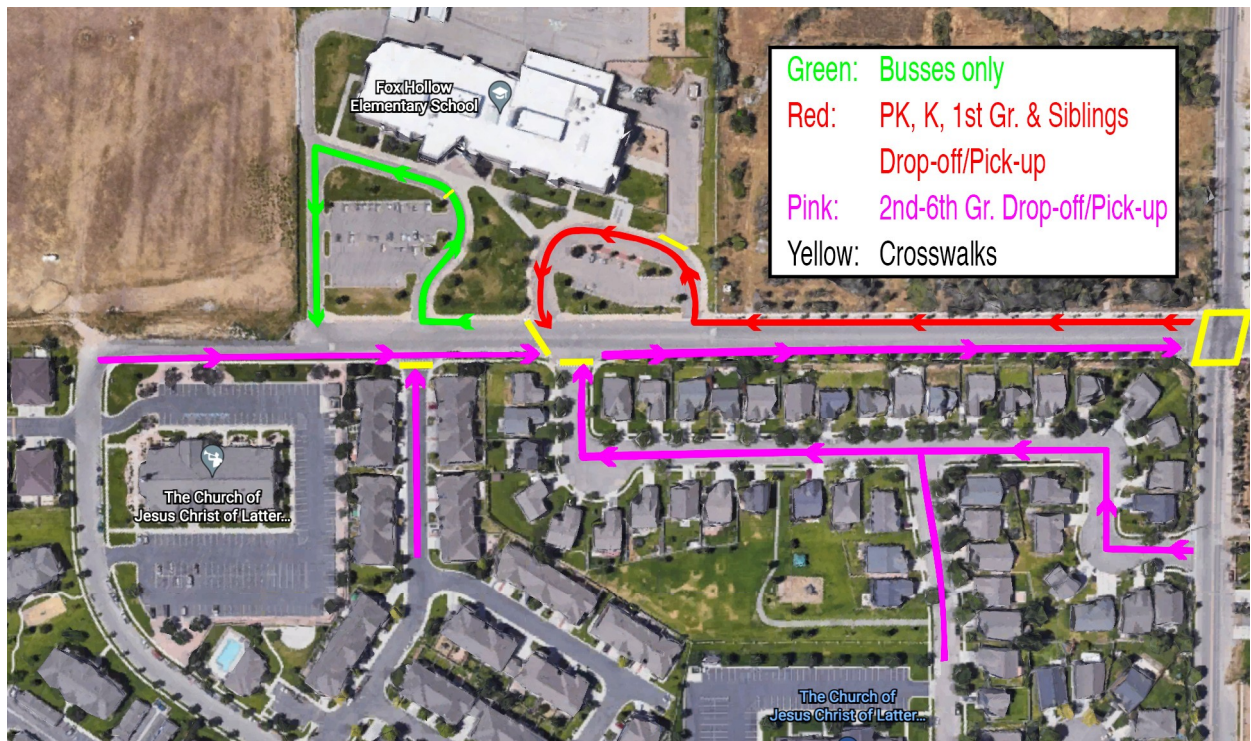
TELEPHONE AND MOBILE DEVICE USE

Electronic mobile devices may be used in school with the teacher's permission. They are not allowed during lunch or recess. The use of electronic devices is governed by the Alpine School District Acceptable Use Policy. Inappropriate use may result in a device being confiscating. Confiscated electronic devices may be picked up by the parent from the office. The school will not be held liable for devices that are lost, broken or stolen, while at school.

TRAFFIC SAFETY

General Guidelines:

- Please do not park and leave your car in red or crosswalk zones or drop-off/ pick-up zones. The continual flow of traffic is very important in these areas.
- Student drop-off/pick-up is outlined in the map provided below. Please obey traffic laws and have patience when in these areas.
- Please do not ask your children to run across the street, or in-between busses or cars. Parents and children should use crosswalks, and where possible cross with the crossing guard.
- Parking stalls in front of the building are designated for parent parking. Handicap parking stalls can also be found in both parking lots.
- Avoid blocking traffic by organizing your child before leaving to school (i.e., lunch money, parent notes, backpack, etc.).



Safe Walking Access Routes:

Pheasant Point Neighborhood: Use designated sidewalks and walking paths to access 3200 North. Stay on the south sidewalk to get to the crosswalk at 1420 West. Wait for the crossing guard and cross in the crosswalk.

Westbury Neighborhood: Use designated sidewalks and walking paths to access Pheasant Point Drive. Continue on the sidewalk heading north to 3200 North. Follow the sidewalks and stay on the South side of 3200 North to get to the crosswalk at 1420 West. Wait for the Crossing Guard and cross in the Crosswalk.

Bridalwood Loop Neighborhood: Use designated sidewalks and walking paths to access 1200 West. Stay on the West sidewalk and continue to 3200 North. Turn West on 3200 North staying on the South Sidewalk to get to the crosswalk at 1420 West. Wait for the crossing guard and cross in the crosswalk.

Parkridge / Parkview Estates Neighborhood: Use designated sidewalks and walking paths to access 3200 North. Stay on the South sidewalk and walk west toward 1200 West. At 1200 West, wait for the crossing guard and cross in the crosswalks. Continue on the South sidewalk on 3200 North to get to the crosswalk at 1420 West. Wait for the crossing guard and cross in the crosswalk.

Park Estates and Park Place Villas Neighborhood: Use designated sidewalks and walking paths to access 3200 North. Stay on the South sidewalk and walk west toward 1200 West. At 1200 West, wait for the crossing guard and cross in the crosswalks. Continue on the South sidewalk on 3200 North to get to the crosswalk at 1420 West. Wait for the crossing guard and cross in the crosswalk.

Bull River Rd - 3200 N / 1200 W - 425 W Neighborhood: Use designated sidewalks and walking paths to access 3200 North. Stay on the North sidewalk and walk west toward 1200 West. At 1200 West, wait for the crossing guard and cross in the crosswalks. Continue on the North Sidewalk until you reach Fox Hollow. Continue on the side walk up the east side of the School (do not cross the parking lots).

2600 N - 2100 N / 1200 W - 600 W Neighborhood: Use designated sidewalks and walking paths to access 2600 North. Stay on the South sidewalk and walk west toward 1200 West. At 1200 West, wait for the crossing guard and cross north in the crosswalk. Stay on the East sidewalk on 1200 West. Continue on the sidewalk to 3200 North. At 3200 North, wait for the crossing guard and cross in

the crosswalk. Continue on the South sidewalk on 3200 North to get to the crosswalk at 1420 West. Wait for the crossing guard and cross in the crosswalk.

VOLUNTEERS

There is a menu of opportunities for you to be involved at Fox Hollow. You may assist in the classroom, Fox Hollow PTA, School Community Council and the Library to name a few.

We ask that if you choose to volunteer in your child's classroom that you refrain from bringing young children who are not enrolled at Fox Hollow. Often younger siblings can be a distraction to the teacher, students and learning within the classroom. Children are not allowed in the teacher's workroom due to safety concerns. Children are not allowed in the faculty room.

Please make certain that when you volunteer, that you sign in at the office. These hours help Fox Hollow PTA to qualify for non-profit tax status as well as qualify and acquire PTA lobbying time at the state capital for educational issues. Our staff also needs to know who is in the building, in case of an emergency.

VISITORS

All visitors are to enter the school by the flagpole (Main Entrance) and must first report to the school office and sign the register. Visitors will also be asked to wear a "Visitor Badge" or sticker if they are staying at the school for any amount of time. Our teachers have been instructed not to allow visitors in the classroom without office approval (visitor's badge required). This rule is for the protection of your child and is required by State Law. If you are dropping off an item for your child, your child will be called down to the office, so as to not disrupt the class instruction.

All volunteers are expected to exit the building in the event of a fire drill or an emergency.

School-age children cannot participate in school activities unless registered at Fox Hollow Elementary.

WITHDRAWAL FROM SCHOOL

Parents should come to the office 1-2 days prior to withdrawing their student(s). The secretary will prepare a withdrawal form. The parent will visit the lunchroom, library and classroom to check out. Lunch money owed, checked out books and classroom materials can be taken care of at that time. All school materials loaned to the student must be returned.

The secretary will make a copy of the completed checkout form that can be taken to the new school. Additionally, parents will provide the name of the new school and their address, telephone and fax number.

REQUESTING A CHANGE IN TEACHERS

1. We have amazing teachers at Fox Hollow Elementary. However, there are times when parents may think that switching their child to another teacher's class would be a good idea. Here are the steps parents must take to request a change in classrooms:
2. Meet with the teacher and discuss your concerns.
3. Meet with the principal, the teacher, and your child.
4. Give the teacher 10 school days to resolve the situation with you and your child (We may make exceptions to this around the end of a trimester).
5. If you are still requesting a change, meet again with the principal and the teacher.
6. The principal will make the final decision to switch any student's class.
7. If a change is approved, the parent must meet with the new teacher before the child begins in his or her class.

SCHOOL FEES NOTICE

FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES

(If you need assistance with understanding this document, please contact the school principal)

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

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

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

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

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

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

School telephone: 801-610-8706
Mr. Shawn Brooks

District telephone: 801-610-8400

Utah Issues Information Program, Inc.
330 West 500 South
SLC, UT 84101
801-521-2035 or 800-331-5627
Utah Legal Services, Inc.
1-800-662-4245

FOX HOLLOW PTA:

Your support is what makes the Fox Hollow PTA so successful! There are several ways you can help with PTA:

- 1 – Join. Your membership really makes a difference when it comes time for lobbying at the legislature on important issues. The more members we have the more time we have on the floor of the state and national capitals to lobby for the interest of our children.

2- Volunteer. PTA sponsors many programs including: Red Ribbon Week, Teacher appreciation, SEP dinners, Reading Program, Math Focus, Book Fairs, Walk-A-Thon, Maturation, and Reflections. Sign up to help with these different programs.

3 – Attend the monthly PTA meeting to stay informed. Who can attend the meetings? Everyone is invited. Look for the meeting dates in the school newsletter.

A FINAL NOTE

These policies and procedures are intended to be as comprehensive as possible, however, not all situations can possibly be covered. We hope you keep this guide handy to help answer your questions. For district information, please access their district's website at <http://www.alpineschools.org>. For school information, please access our website at <https://foxhollow.alpineschools.org> Please do not hesitate to call on us at any time for assistance.