

Shelley Elementary School
602 North 200 West
American Fork, Utah 84003



Student Family Handbook
2012-2013

Principal: Peggy Crandall
Assistant Principal: Megan Menlove
Phone: (801) 610-8718

District Web Site: www.alpineschools.org
School Web Site: www.shelley.alpinedistrict.org

Open House - Friday, August 17
3:00 to 5:00 p.m.

(Meet teachers and turn in forms, make donations,
join the PTA, and pay lunch money)

First Day of School - Tuesday, August 21

(Kindergarten students have individual scheduled assessments and begin classes on Tuesday, August 28.)

Important Shelley School Calendar Dates

Open House – Friday, August 17 3:00-5:00 p.m.

First Day of School (1st - 6th) – Tuesday, August 21

First Day of Kindergarten – Tuesday, August 28

Labor Day – Monday, September 3

Minimal Day - Monday, September 24

Parent Conferences – Tuesday & Thursday, October 2&4

Fall Break – Thursday, Friday & Monday, October 11-15

Minimal Day - Monday, November 5

Thanksgiving Break - Wed., Thurs. & Fri., November 21-23

Christmas/New Year - December 20 through January 2

Martin Luther King Day - Monday, January 21

Minimal Day - Monday, February 4

Parent Conferences - Tuesday & Thursday, February 5&7

Presidents' Day - Monday, February 18

Minimal Day - Monday, March 4

5th Grade Boys' Maturation Program- Monday, March 25, 2013

5th Grade Girls' Maturation Program- Monday, March 18, 2013

Snow Make-Up Day - Monday, April 1

Teacher Compensation Day- Tuesday, April 2

Spring Vacation - Wednesday through Friday, April 3-5

State Core Testing - April 15-May 23- *Please avoid absences*

Dance Festival and Field Day - Last Week of School

Memorial Day- Monday, May 27

Last Day of School – Thursday, May 30

PRINCIPAL'S MESSAGE

Welcome to the start of a great new school year at Shelley Elementary School. Our teachers have been hard at work this summer—collaborating, planning, developing and preparing curriculum. As the new year begins, I am confident that you will find our faculty and staff excited to lead our students to become CHAMPIONS of LEARNING!

I must express my gratitude to everyone for an excellent 2011-2012 school year that we just completed. I truly appreciate the support of the PTA and the School Community Council, along with all of our parents, students, faculty and staff. The people who are part of the Shelley Elementary School Community are amazing in so many ways! Thank you for your willingness to give of your time through countless hours of volunteer service, and for your kind-hearted and generous support of our fund-raisers and humanitarian efforts.

This handbook will provide you with important dates and information, school policies and expectations, so be sure to keep it handy to refer to throughout the school year.

I look forward to working with each of you to make 2012-2013 a year of great success. I invite your involvement and your open communication as we make this journey together.

Peggy Crandall
Principal, Shelley Elementary School

MODIFIED EXTENDED DAY

Students in **grades 1 through 6** are on a modified extended day schedule, allowing for small group literacy instruction with their core teacher at either the beginning or end of their school day.

Track 1 students begin school at 8:00 a.m. and have their small group literacy lessons in the morning. They are then joined by the other half of their classmates--**Track 2** students--at 9:15 a.m. to go through the remainder of their core class learning activities--additional reading and writing, math, science, social studies, etc. They will also attend a specialty class (art, music, PE, or computers) during a regularly scheduled block of approximately 35 minutes Tuesday through Friday. Track 1 students are excused to go home at 2:15 p.m. (Mondays at 1:25 p.m.). Track 2 students still remain to have their small group literacy time, and are then dismissed at 3:30 p.m. (Mondays at 2:40 p.m.).

SCHOOL HOURS

FOR GRADES 1-6

Track 1 Students - 8:00 a.m. to 2:15 p.m.

(Monday early out is at 1:25 p.m.)

Track 2 Students - 9:15 a.m. to 3:30 p.m.

(Monday early out is at 2:40 p.m.)

FOR KINDERGARTEN

Session 1 - 8:00 a.m. to 10:50 a.m.

(Monday early out at 10:25 a.m.)

Session 2 - 9:15 a.m. to 12:05 p.m.

(Monday early out at 11:40)

Session 3 - 11:25 a.m. to 2:15 p.m.

(Monday early schedule: 11:00- 1:25 p.m.)

Session 4 - 12:40 p.m. to 3:30 p.m.

(Monday early schedule: 12:15-2:40 p.m.)

MINIMAL DAYS

Alpine District has designated four "Minimal Day" Mondays in support of continuing professional development for teachers. These four days are September 24, November 5, February 4, and March 4. On these four days the students' schedules will be as follows:

<u>Kindergarten</u>	
Session 1	8:00 a.m. - 10:00 a.m.
Session 2	9:15 a.m. - 11:15 a.m.
Session 3	10:30 a.m. - 12:30 p.m.
Session 4	11:45 a.m. - 1:45 p.m.
<u>1st through 6th grades</u>	
Track 1	8:00 a.m. - 12:30 p.m.
Track 2	9:15 a.m. - 1:45 p.m.

This has kindergarteners attending for two hours on these days, and 1st through 6th graders attending for four hours (with a half-hour break for brunch)--hence the title of Minimal Day. Once students have gone home for the day, teachers will then be involved in professional development activities the remainder of the day. To make up for the shortened student class time on these four days, all other Monday early out days have been extended by ten minutes throughout the school year. (See early out Monday schedule given previously). We are grateful for the support of our district leaders in recognizing the need for continuing professional development for our teachers, and invite your support and patience as well in working with these occasional schedule adjustments to accommodate this opportunity.

Kindergarten Registration

For the 2013-2014 School Year

Registration for students who will begin Kindergarten in the fall of 2013 is scheduled for **Tuesday, Feb. 8, 2013**. If you have a preschool-age child who will be five years old on or before September 1, 2013, be sure you have an original of your child's birth certificate and be sure that his/her immunization records are up to date. You will need to bring

verification of immunization, your child's birth certificate, and proof of address with you to our school office on Tuesday, February 12, between 8:00 a.m. and 4:00 p.m. Be sure to let friends and neighbors with preschool children from within our school boundaries know about this important date. *It is very important that we are as accurate as possible in setting our kindergarten numbers for the upcoming school year.*

IMMUNIZATIONS

Children will be allowed to come to school *only* if all immunizations are up to date and on file with our school nurse. Occasionally we must delay allowing a child to enter the school system until immunizations are complete. We apologize if this is an inconvenience for anyone, but we need to keep children safe and comply with state law.

STUDENT INSURANCE

The Board of Education is unable to provide insurance for students and suggests that all families carry accident insurance for their children. Each year we have children who are accidentally injured at the school. When parents call to ask if the district has any insurance to help defray their expenses, we must tell them that the only financial help is if the family has their own insurance for the child. Insurance forms from an insurance broker are provided as a service for families looking for accident insurance for children. This insurance is relatively inexpensive. These application forms are available at the school office. **PLEASE DO NOT RETURN THESE TO THE SCHOOL, THOUGH. THEY MUST BE MAILED DIRECTLY TO THE COMPANY.**



SCHOOL COMMUNICATION

EXPLORER BULLETIN

Our monthly newsletter will be posted on our school website the **last school day of each month**. This newsletter contains lunch menus, a school calendar, and other important information for the upcoming month. You will be able to access the newsletter on our school website. We encourage you to **refer to it often**. If you do not have access to the internet and would like a hard copy sent home to you with your family rep (the youngest child in your family that attends Shelley), then please stop by the office and fill out a request form.

SKYWARD

Alpine School District's Student Information System is the Skyward System. We encourage parents to monitor their students' progress by way of the Skyward system. By using each student's unique identification code, parents may view student grades and attendance at any time allowing constant communication between school and home. You may access your child's code by showing proper identification in our school office. Please help us by taking the time to update your family contact information and also your emergency contacts on Skyward.

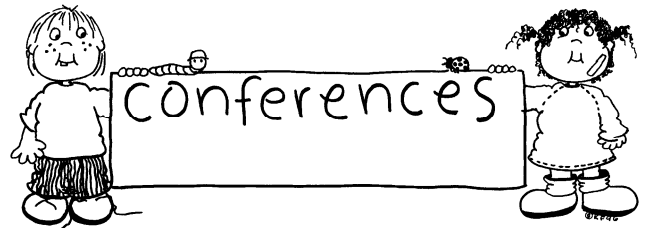
REPORT CARDS

Shelley Elementary is on a trimester schedule. Report cards will be sent home with the students during the week after the conclusion of each of the first two trimesters, and then on the last day of school of the final trimester.

PARENT/TEACHER CONFERENCES

Twice during the school year, teachers, parents and students will meet together to look at the child's progress and to set further learning goals. Fall conferences this year are scheduled for October 3 and 4, 2012. Winter conferences will be held February 6 and 7, 2013.

Parents are invited to meet with their child's teacher by scheduled appointment. Specialty teachers will be available on conference days from 4:00 until 6:30 for unscheduled "drop-in" conferences.



Appointments may be scheduled through our online scheduling system several weeks prior to each of the conference dates. Information on steps to schedule visits will be given to parents in our school newsletter and posted on our school website as each conference time approaches. A computer is available in our library for those who do not have internet access for online scheduling.

FAMILY REPRESENTATIVES

In order to conserve paper, school-wide written communications and notifications are sent home only with the youngest child in your family as your designated "family rep." If you would prefer to have another child designated as your family representative, please notify our main office.

FLIER RACK AND BULLETIN BOARD

Many other fliers and informational posters from organizations in the community are sent to us for distribution and posting through our school. These items are available to you in the main office area. Please check the bulletin board and the flier racks for important notifications and information about community athletic or arts programs, workshops, meetings, and other resources.

SCHOOL LUNCH

The lunchroom computer clerk is the only one who can accept money for school lunches. She is available before school and can receive money until 10:45 a.m. each day. Prices for lunches are as follows: 20 lunches for \$35.00 (\$1.75 per lunch), reduced price lunches are \$8.00 (\$.40 per day). Checks should be made out to **Alpine School District Lunch**. Please put the child's full name on check. Students may also pay for lunch on a daily basis at \$1.75 per day. Adult lunch is \$2.75 per day. Extra milk is 30¢.

The lunchroom needs to receive lunch money **before school**. Receiving the lunch money at this time allows the lines to move much more smoothly during the lunch service. When students pay lunch money, the money is put into their account. When students have only one lunch left, the computer clerk will stamp a smiley face on their hand. Please remember that it is the parent's responsibility to provide lunch money for their child. Neither the teacher nor the lunchroom has resources to provide for those needing lunch money. Students will be allowed to charge one day only.

Should you wish to apply for free or reduced price lunches, please complete and return the form available to you from Alpine School District. We will send it to the district office for approval. **Please note that the school does not approve the forms. This must be done at the district office.** If you desire to have this approval before school starts next year, you may personally take the completed form to the Alpine School District Food Services office located at 490 N. State Street in Lindon. You may also apply online through the district's website.

Occasionally, fifth and sixth grade students may be asked to help in the

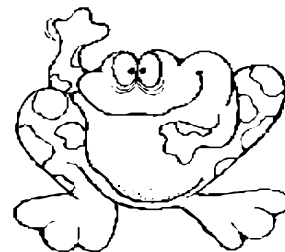
lunchroom on a rotating basis. This is not a requirement, but it is good opportunity for the students to contribute to their school community. We appreciate their assistance. They will receive their lunch free on the days they work.

Unused money in accounts at the end of the year will be carried over to the next year. Transferring students may receive a refund upon request.

Breakfast is served in the lunchroom daily from 7:45 a.m. to 7:55 a.m. for Track 1 students, and from 9:00 a.m. to 9:10 a.m. for Track 2 students. The cost of student breakfast is \$.85 regular and \$.30 reduced. Adult breakfast is \$1.50. Breakfast generally consists of a variety of cereals, a hot dish, milk, and fruit.

LUNCHROOM

As students go through the lunch line, they have the responsibility to choose what they want to eat. To facilitate efficient use of space, students are to sit in their assigned grade level area. Good manners and low conversation level voices are to be used in the lunchroom at all times. Students may be excused to play when they are finished eating. No food should be taken out of the lunchroom. Remember to please allow some extra time on the mornings your children bring lunch money so it can be taken to the lunchroom *before* class.



GENERAL SCHOOL RULES

1. When arriving at school in the morning, students should gather at their assigned outside entry to the school. Because we want all students to receive adequate supervision, students are not allowed to play on the playground area before school. They will then be invited to enter when their first bell rings (Track 1—7:55 a.m.; Track 2—9:10 a.m.). They should be seated in class to start their day at their second bell (8:00 a.m. or 9:15 a.m.).
2. Students are to **stay at school** unless an authorized adult personally comes to check them out at the office.
3. Students are responsible to all teachers and supervisors.
4. Students should be courteous and respectful to others at all times.
5. During recess students should play **only** in the designated, supervised areas on the playground--the large grass area at the south end of the school grounds, and on the play equipment and marked asphalt areas.
6. Fighting, vulgar language, bullying, harassing, and stealing are not acceptable.
7. Students are to leave the classroom only with the teacher's permission.
8. The halls in our school are places to **walk, use quiet voices, and be considerate of others.**
9. Students are to go outside after lunch except in case of extreme weather when everyone will stay inside. If it is necessary that your child remain inside during lunch (i.e. recovering from illness), please send a note with your child addressed to the teacher. The child will then be allowed to sit quietly and read in the hallway in the office where it is warm and quiet.
10. Snow is to stay on the ground. Throwing snowballs is dangerous and is not permitted.

11. Students should leave the buildings immediately after the close of school. Children dismissed at 2:15 p.m. or 3:30 p.m. are not to stay and play on the playground. Since no supervision is available, children should not stay after school and use athletic equipment, play basketball, etc. The school playground is available for public use after 4:00 p.m.

12. Parents, for your children's safety, please arrange to drop them off and pick them up in the drive-through on the west side of the school or in the extended pull-through entering from 500 North on the south side of the school. If you park in other areas of the school neighborhood, please have your child still cross in a designated crosswalk.

GOING TO AND FROM SCHOOL

Please review with your children the importance of safety as they walk or ride their bike to and from school. Please impress upon your students that they should always use the buddy system, and should never talk to or accept rides from strangers. Plan to have a code word in your family which children can ask for if strangers claim to bring messages from home. Also, police indicate that having children's names on the front or back of their clothing may allow strangers to call children by name--giving them false legitimacy. It has been suggested that parents consider being outside (doing yard work, etc.) during the times students come and go from school. Having adults available and accessible in the neighborhoods can sometimes provide more security for our children.

PLAYGROUND SAFETY

We want the playground to be a fun, safe place for our children to play. With this in mind, we ask you to discuss the following playground rules with your children. Please make sure they understand and let them know that you expect them to follow these rules.

PLAYGROUND RULES

1. Use playground equipment correctly.
2. Food should be finished in the cafeteria before coming to the playground.
3. Bicycles and scooters must stay locked in the bike racks while on school grounds.
4. No roller blades/skates, wheeled shoes, or skateboards are allowed anywhere on school grounds.
5. Except for 4-square and basketball, where the ball is bounced on the asphalt, games involving kicking or throwing a ball are appropriate for the grassy areas only. *Balls should not be thrown or kicked against the school walls or windows.*
6. Wood chips from play equipment areas are to stay on the ground.
7. The play equipment is to be shared. The playground is intended for *all* children to use and enjoy by *taking turns*.
8. Contact sports or games (i.e. tackle football) of any kind are not allowed on the playground.
10. Children may play only in areas where they can be observed by a playground supervisor.

APPROPRIATE DRESS

Please help your child to observe the following dress standards.

1. All children should dress modestly and appropriately for the weather so as to neither endanger their health nor detract from the learning environment.
2. Modest shorts (those coming closer to the knee than the hips) are acceptable in extremely warm weather. Short shorts, mini skirts, and tight biker shorts are unacceptable.
3. Shirts, blouses, and other tops must have a sleeve and must cover the shoulders and the rest of the body to the waist. Spaghetti-straps or bare midriffs are not appropriate.
4. On the days that children are to participate in physical education, they should dress appropriately for the activities planned.
5. "Grubby" clothing or clothing containing inappropriate pictures, vulgarities, profanities, obscenities or advertisements for alcohol, tobacco, or drugs are never acceptable.
6. Hats or other headgear should not be worn indoors, except on designated "hat days".
7. Children should wear appropriate footwear. Flip-flops, and other loose, open-toed shoes often make it difficult to participate in activities. A good rule of thumb is if the child can freely run and jump without losing a shoe or tripping, it is probably okay to be worn to school.
8. All children are expected to go outside for recess and after lunch except when weather conditions are extreme. Please make sure children come with coats, hats, gloves, and appropriate footwear during cold weather.
9. Extreme hairstyles, hair color, make-up, jewelry, clothing, or other items worn or brought in by students that distract from the learning environment are not allowed.

PARENT/SCHOOL TEAMWORK

THE STUDENT

As the student, it is my responsibility:

1. to maintain a positive attitude toward learning and believe in my ability to succeed.
2. to attend school every day and be on time to all classes.
3. to come to school prepared with books, paper, pencils, and any materials and assignments as directed by teachers.
4. to obey the directions of all Shelley faculty and staff members.
5. to respect myself and the rights and property of others at all times.

THE PARENTS

As the parent it is my responsibility:

1. to send my child to school on time each day, prepared with all necessary materials, well rested, fed, and properly dressed.
2. to check over or review my child's work and homework on a regular basis.
3. to provide my child with suitable study conditions at home: scheduled time, desk or table, lights, books, references, and supplies.
4. to communicate with teachers when I am concerned about my child's work or physical or emotional health.
5. to teach my child appropriate behavior and supervise his/her actions.
6. to read and refer to the school's monthly bulletin so that I will know what is happening in the school.

THE FACULTY AND STAFF

The Shelley faculty and staff accepts the responsibility:

1. to provide quality instruction at the appropriate level for each student.
2. to provide an orderly classroom and safe school environment.
3. to assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible student.

SAFE SCHOOL POLICY

A *Safe School Policy* is in place for our school and district. In alignment with this policy, the following acts are prohibited:

Violence--fighting at school or bringing weapons of any kind (including toys which look like real weapons). We do not tolerate violence.

Drugs--bringing drugs to school (including substances which students lead other students to believe are drugs). We do not tolerate drug use.

Gangs, secret societies, hate group--advocating hatred or discrimination on the basis of race, religion, sex, national origin, or disability; joining in groups who advocate hatred or discrimination or engage in disruptive behaviors. We do not tolerate gangs or hate groups of any kind.

Hazing/Harassment--intimidating any student or staff member or taking any action that injures, degrades, or disgraces a student or staff member. We do not tolerate harassment.

Abetting--encourages and/or assisting others in activities that violate the safe schools policy. Abetting is not tolerated.

DISCIPLINE POLICY

We want school to be a happy place where students are able to work, learn and develop their full potential. There is a direct relationship between behavior and achievement. Children who develop self-discipline and follow the school rules help create a productive learning environment for themselves and other children. We expect children to adhere to school and classroom rules making it possible for everyone to learn.



Any discipline plan requires cooperative ownership and responsibility of students, parents, and the school. Students basically are to respect each other, adults, and school property. By teaching the child in the home, parents are recognized as the first resource in preventing inappropriate actions and are ultimately responsible for the discipline of their children. Teachers are to provide quality instruction and supervise the learning environment. The administration will assist the teacher and the parent in maintaining a safe, well-disciplined educational environment, where all children can achieve success.

Teachers set the discipline tone in their classrooms. Each class is organized so that children are working toward their goals, and so that each child knows what he or she should be doing. We strive to provide an atmosphere in which children know that their teacher respects and values them. Teachers will teach classroom expectations, recognize and reward appropriate behavior, conference with students demonstrating

difficulty with rules, and keep a behavior record of repeated problems and action taken. When a teacher needs parental assistance to help a child make good choices, the parent will be contacted.

A **detention room** is provided during the student's lunch period. This serves two purposes: 1) to assist children in adjusting their behavior back to positive actions; and 2) to protect other children and/or school property. Teachers, playground supervisors, aides, or administrators may refer students to detention as needed. Children may be sent to detention for one to three days, depending on the severity of their infraction.

VISIT TO PRINCIPAL

If none of the above strategies are successful or an inappropriate behavior is extreme and/or puts someone in danger, the student will be referred to visit with our principal, Mrs. Crandall, or her assistant, Miss Menlove. A firm discussion will be held to review appropriate and inappropriate behavior. The steps that have been used to help the student correct his or her behavior will be reviewed. The consequences resulting from his/her actions will be as directly related to the infraction as possible. For example, students who make messes in the cafeteria will be asked to help custodians clean the cafeteria. At times, the child will be allowed to experience alternative imposed consequences if necessary. Parents will be called to keep them informed. We ask that you take the opportunity in the evening to go over the child's behavior with him/her so that he/she will understand that the school and home are working together.

PARENT CALLED TO SCHOOL

In the event of severe or repeated misbehavior, parents will be asked to come and take their child home for parental counseling. Re-admittance will depend upon the nature of the original offense and the development of a remediation plan by parent and child. Before the child is readmitted to school, a conference will be held with parents, teacher, student, and principal and a remediation plan must be agreed upon before the child may return.

We know when children are acting inappropriately at school parents frequently see the same behavior in other areas of their lives as well. We will call to see if you have found a way of altering this behavior that seems to be working. If we work cooperatively, we are more likely to help your child. If there are unusual circumstances happening in your child's life that would impact his or her experience at school, please let the teachers know so they can act and respond accordingly.

POLICIES AND PROCEDURES

ATTENDANCE

It is extremely important for your child to be at school *every day* (except in cases of illness). Please do not keep your child out of school to baby-sit or shop, etc. Make every attempt to schedule doctor appointments before or after school times. We ask that you call the school the day your child is absent, so that we might make record that the absence is excused. Students having **ten or more consecutive absences** will be dropped from Alpine School District rolls. In such cases, if you wish your child to return, you must then re-register at the office.

ARRIVING ON TIME

Getting to class *on time* is extremely important. When children arrive late, it is

disruptive to the classroom and can have an adverse effect on your child's educational learning. If students are less than ten minutes late, they should just go directly to class. If they are more than ten minutes late, they should stop by the office for a check-in slip. Students who are repeatedly late may be asked to make up any missed work and/or time. Please help us by making sure your child arrives at school on time each day.

CHECKING OUT STUDENTS

Parents must come into the school office to pick up their children if they need them during school hours. Students will be released to their parents or guardians after parents have signed the checkout log. Parents should not call and ask that their children meet them outside or just be allowed to walk home. We do this for the safety of your children and feel this outweighs any inconvenience this may cause.

We urge you to refrain from checking students out of school unless absolutely necessary. Repeatedly pulling out students communicates that school really isn't important and makes children lose valuable instructional time.

WITHDRAWING OR TRANSFERRING

Should it become necessary to transfer your children to another school midyear, we ask that you alert the office ahead of time so that all necessary forms may be completed and waiting for you. Most schools require a withdrawal slip from your previous school before they will admit your children. We will be happy to provide such a slip when you are ready to move.

ACCIDENTS AND ILLNESS

Should an accident or serious illness occur which involves your child, we will do everything possible to contact the parents or the person designated to be called on the *Emergency and Health Information* form. In extreme emergencies, if we are unable to contact anyone, the paramedics will be called. We will not send a child home unless the parents have been notified and an authorized adult (as listed on your family emergency form) comes to take the child.

It is *extremely* important that we have accurate **and up-to-date telephone numbers on file** in our office so we can reach you should your child have an emergency at school.

TELEPHONE CALLS AND CELL PHONES

Please help us avoid classroom interruptions by communicating necessary information (such as appointments, baby-sitters, after school plans, etc.) before your child comes to school whenever possible.

Calls received during instruction time will be directed to the classroom teacher's voicemail so as not to interrupt important learning time. Please do not call and request to have your child come to the phone. The office will relate **emergency** messages directly to your child's classroom.

Students may have cell phones for emergency, medical, or for before/after school family communication purposes only. Cell phones should be **turned off**, not just silenced, during school hours and should not be used to send or receive messages during class time or on the playground. *If a student needs to send or receive a cell phone message during school hours, they must first receive permission from the teacher.* Inappropriate use of a cell phone

will result in the cell phone being taken away, and a parent will be required to come pick it up.

CLASSROOM VISITS

We welcome all parents who would like to visit their children's classes. Please send a note with your child indicating the day you would like to visit. We care about our students and their safety. **Please be sure to check in at the office for a visitor's pass so we know who our guests are.** You are also welcome to stop by the office if you'd like a tour of the school or for information on any special programs. We are delighted to have you come and want to do everything we can to make your visit pleasant and helpful.

LOST AND FOUND

To help us return lost items to children, **please label all clothing, backpacks, lunch boxes, etc. with your child's name.** All lost items will be placed in the lost and found rack and plastic containers located in the hall at the entrance to the lunchroom. After a reasonable amount of time, unclaimed items will be given to a charitable organization.

HOMEWORK

Homework will be assigned on a daily basis to most children. Although we realize that children have other responsibilities, such as music lessons, scouting, and athletics, we believe that the benefits of homework are extremely valuable. Studies have shown that children make greater gains if they have a small amount of homework to reinforce skills they have learned at school. If you have concerns about the homework your child may have, please contact the teacher directly.

HELP YOUR CHILD WITH HOMEWORK

Parents can help their child benefit more from homework when they: 1) cooperate with the school to make homework effective; 2) communicate with the teacher; 3) provide their child with suitable study conditions--desk or table, lights, etc.; 4) designate a time for homework and turn off the television; 5) encourage their child; 6) show interest in what the child is doing; and 7) understand that homework must be turned in on time.

HALLOWEEN

Students will have a Halloween parade in the morning and their class Halloween parties during the last hour of their school day. To protect the learning class time and provide for the safety of children during Halloween festivities, it is important to follow the following guidelines. 1) All students (grades K-6) are invited to wear costumes. This is optional, not mandatory. They must come to school dressed in their costumes and be prepared to wear them all day. 2) No masks will be allowed. 3) Students may wear only costumes that will not interfere with the educational process, since regular school lessons will continue for most of the day. 4) Students are not to wear costumes depicting or glorifying death or violence, or advertising drugs, alcohol, smoking, or containing obscenities. 5) No weapons (toy or cardboard guns, swords, etc.) are acceptable.

VALENTINES DAY

Kindergarten through sixth grade students may bring valentines to exchange with each member of their class. Students will have class parties in their core class

during the last hour of their whole group time (1:15 to 2:15).

Bringing valentines is optional, but if students choose to do so, they should bring one for *each* classmate so no one is left out. As an additional service, the school will be selling Val-o-grams during the two weeks prior to Valentines Day.

BICYCLES, SCOOTERS, SKATEBOARDS...

Bike racks are provided at the front of the school. All bikes and scooters should be locked in the bike racks and left there until time for students to return home. Please discuss bike safety with your child before allowing him or her to ride to and from school. **Wheeled items such as skateboards, rollerblades, or wheeled shoes are not allowed inside the school nor on the playground.**

PETS AT SCHOOL

Please do not allow your children to bring pets with them to school unless prior approval is received from the teacher. An adult must be willing to bring the animal and take it away immediately after having been shown. Also, please explain to children the importance of leaving stray animals where they find them on the way to school. Frequently children will pick up an animal because it is so cute or because it followed them, and then the animal cannot find its way home. If you have pets, please keep them in the house during periods when children walk to and from school. American Fork City's animal control officer will pick up stray animals with no identification.

TOYS AT SCHOOL

In order to have more options for activities at recess, children are welcome to bring playground equipment (balls, jump ropes, etc.) from home. However, please do not allow a child to bring anything of significant value or that may be easily lost or broken, as the **school will not be responsible for any loss**. These items may only be out of backpacks during recess time so they do not distract the children or disrupt the educational process during class.

MAJOR EMERGENCY/DISASTER PLAN

Shelley Elementary and Alpine School District have a detailed disaster plan that has been formulated to respond should we have a major earthquake, catastrophe, or disaster during school hours. Your cooperation is necessary in any emergency.

1) Do not telephone the school. Telephone lines may be needed for emergency communication.
2) In the event of a serious earthquake, **students will be kept at the school until they are picked up by an identified, responsible adult who has been listed as such on the *Alpine School District Emergency and Health Form*** that is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize other persons to pick up your child(ren) at school: they are 18 years of age, they could walk to the school if necessary, they are aware and able to assume responsibility, they are usually home during the day, and they are known to your child. 3) Turn your radio to KSL 1160 AM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the district cable on Channel 5. In addition, information regarding day-to-day school operations will be available by calling the Alpine School District offices. 4) Impress upon your children the need for them to follow the

directions of any school personnel in times of an emergency.

A detailed explanation of the recommended safe walkways and emergency student pick-up procedures will be sent home in the school newsletter and made available on our school website.

STUDENT INCENTIVES

We have a "Compass Points" program at Shelley to recognize positive student behavior and achievement. Each day an upper grade and a lower grade student will be recognized as a "Student of the Day" for a particular quality or strength they display in our school. They will be acknowledged on morning announcements and receive a free kids meal certificate of their choice, a small treat, and a certificate of recognition signed by their teacher and the principal.

In addition, teachers and staff will be continually watching for good examples, acts of kindness, hard work, perseverance, etc. They will give the student a "blue ticket" to recognize the student's example or actions. The student will then sign his or her name on the ticket and place it in the Compass Points container in the office. A drawing will be held each Friday for five of the students to come to the office for a small prize and for the principal to thank them and recognize the positive difference they make in our school. Teachers are also invited to send students to the office to celebrate with the principal the good news of achieving a goal, overcoming an obstacle, etc.

Shelley School Teaching Staff

The teacher's name is followed by his/her teaching assignment. The number is the telephone extension for the classroom. The last two digits match the teacher's room number.

Jessie Alger (3 rd)	102	Lisa Radulovich (2 nd)	105
Natalie Barton (3 rd)	138	Amy Reid (K)	114
Cindy Bigler (1 st)	115	Kris Rhodes (2 nd)	104
Dave Bird (4 th)	133	Holly Riding (5 th /6 th)	143
Shelly Brailsford (Resource 4-6)	107	Kathleen Robertson (2 nd)	109
Tiffany Child (Computers 1st-6th)	124	Teressa Trulock (3 rd)	103
Lori Crockett (K)	117	Sonnet Udy (4 th)	130
Angi Cummings (2 nd)	110	Linda Walker (K)	116
Cheree Davis (Music 1 st -6 th)	139	Linda Warnick (4 th)	134
Ross Durrant (3 rd)	136	Bridgette Wensel (1 st)	112
Kim Elison (5 th)	122	Karla Womble (4 th)	131
Brandon Engles (6 th)	137		
Suzanne Espinoza (Resource K-3)	108	Other Extensions:	
Jeffrey Freeman (6 th)	121	Principal - Peggy Crandall	750
Joseph Germaine (Art K-6 th)	135	Asst. Principal- Megan Menlove	751
Kristie Hadfield (5 th)	127	Library - Bev Cook	759
Candace Herman (4 th)	132	Kitchen - Linda Day	760
Julie Jensen (3 rd)	101	Secretary - Ora Jean Brown	755
Kristin Kukahiko (5 th)	129	Asst. Secretary- Tiawna Lucas	756
JoMarie Larsen (1 st)	113	Custodian - Scott Huntington	761
Susan LeBaron (2 nd)	106	Psychologist- Kim Jones	765
Laura Leong (PE/Heath 1 st -6 th)	150	Speech- Devery Larsen	766
Anita Lyons (1 st)	111	Nurse- Carissa Jensen	767
Charlotte McGee (6 th)	119	Reading Recovery	125
Mary McMurtrey (5 th)	120		
Michael Moffitt (6 th)	123		

Maria Thomas (A.M.) & Linda Larsen (P.M.)

Updated July 18, 2012