

J.R. Smith Elementary School

Award winning School-wide Assistance Title 1 School



PARENT HANDBOOK 2018-2019

235 East 500 North
Heber City, Utah
435-654-2201

Courtesy of J.R. Smith PTA

J.R. Smith Elementary School 2018-2019 Faculty

| | |
|-------------------------------|---|
| Principal | Ryan Brown |
| Teacher on Special Assignment | Heidi Iordachescu |
| Secretary | Bonnie Lowham-Ernst |
| Asst. Sec/Lunch | Jamey Patterson |
| Parent Liaison | Ruth Carrasco |
| | |
| Pre-School | Sunni Provost Machele Crystal |
| | |
| Kindergarten | Amanda Blazzard (English DLI) Claudia Gosain (Spanish DLI) Wendy LeBleu Jenny Cooper |
| | |
| 1st Grade | Sophie Wagstaff (English DLI) Linda Carrera (Spanish DLI) Heather Moss Kayla Packard |
| | |
| 2nd Grade | Alysa Oxley (English DLI) Diane Zarrabal (Spanish DLI) Kenalee Mair Marci Russell |
| | |
| 3rd Grade | Heather Bowling (English DLI) Nora Nichols (Spanish DLI) Penny Flory Denise Marshall |
| | |
| 4th Grade | Karen Edwards (English DLI) Angie Garrido-Cardenas (Spanish DLI) Janet Hopkins Mike MaWhinney Katie Laycock |

Reflections Program:

Reflections is sponsored by the National P.T.A. to encourage creativity through literature, music, photography, visual arts, 3-D art, dance, film/video, and theater. Work is judged according to grade divisions, creative ability and interpretation of theme. The 2018-2019 theme is: "Heroes Around Me." Volunteer to help with promoting the Reflections program, finding judges, preparing our winning entries to go to council, and helping with our J.R. Smith Reflections Awards and display evening.

Scarecrow Festival:

This festival has been designed to enhance creative opportunities for our children to work together. It is a way to welcome the fall season. Each classroom will need a volunteer to help plan the making of the scarecrow.

Teacher Appreciation SSP Dinners:

This is an ongoing program that provides meals for our hard working teachers during the SSP meetings so that our teachers can focus their time on meeting with you and your children at the school. Sign up to help.

Teacher Appreciation Week:

This is a wonderful week in the spring when we celebrate and thank our teachers for all the hard work that they put into caring for our students. Volunteers are needed to help coordinate and plan gifts and meals.

Meet the Masters:

This once a month art program teaches about artists and art techniques through a fun classroom art piece. Please sign up to help demonstrate the art technique in your child's classroom. Volunteers are a MUST!!

White Ribbon Week:

This activity is designed to teach children ways to make healthy choices in media and technology. Sign up to help with lunch time activities.

Fluoride:

Parents can choose to have their child receive fluoride at school. It is very affordable and convenient. What a great way to help keep your child's teeth healthy. Volunteers are needed to give fluoride to enrolled students once a week.

Walk-a-thon Fundraiser:

This is J.R. Smith's main fundraiser for the year. Volunteers will be needed to track the amount of laps the children have walked and total the donations the children should return to the school. A parent from each class will be needed as a volunteer.

Grade Level Service Project:

Students will learn the value of service and helping others by participating in a grade level service project. Each grade has a unique service that they will provide. Volunteers will be needed to assist the chair in organizing and facilitating their grade level project.

Literacy Month:

The month of February is our annual literacy month where our students track their time spent reading. Fun activities and rewards are planned throughout the month to motivate our students to focus on reading. Volunteers are needed to help carry out special activities.

5th Grade

Wes Cowan (English DLI)
Sara Zegarra-Conder (Spanish DLI)
Heidi Robison
Brandi Leavitt
Cindy Brindley

Aides

Unknown at time of printing

Art Specialist

Elizabeth Brown

Counselor

Kristi Davis

Custodians

Leo Wood
Jay Meacham

Instructional Coach

Cathy Kendall
Heidi Westrop

Intervention (E.L.L. & Title 1)

Molly Brown

Media Specialist

Andrea Sluga

Music Specialist

Lisa Allen

P.E. Teacher

Julie Park

Resource Teachers

Laura Ong
Lindsay Jepperson

School Lunch

Carla North—Manager

Speech Therapy

Kim Stoddard
Jenny Tayler

BELL/RECESS SCHEDULE

| | |
|------------|----------------------------|
| 8:40 a.m. | 1st Bell, Classes begin |
| 8:45 a.m. | 2nd Bell, Announcements |
| 11:20 a.m. | Morning Preschool ends |
| 12:40 a.m. | Afternoon Preschool begins |
| 3:20 p.m. | Bus/Bikers dismissed |
| 3:25 p.m. | School Ends |

Monday - Early Out - 2:25 p.m. Dismissal

STUDENT CHECKOUT POLICY

Please notify the school before 9:30 a.m. if your child is going to be absent from school. If your child must be excused during the day for any reason, please send a note stating the reason and what time you will be picking up your child. For the safety of the children, we require that you come to the office and sign the Student Check Out Log prior to the student leaving. When a child returns to school after being checked out, please sign them in at the office.

LUNCH SCHEDULE

| | |
|---------------|--------------|
| 11:45 - 12:25 | Kindergarten |
| 11:50 - 12:30 | 5th grade |
| 11:55 - 12:35 | 2nd grade |
| 12:00 - 12:40 | 3rd grade |
| 12:05 - 12:45 | 1st grade |
| 12:10 - 12:50 | 4th grade |

P.T.A. SPONSORED ACTIVITIES

A.P.P.L.E. Club:

Active Parents Participating in Learning Experiences. The APPLE Parties are held 2 times during the year to promote family time. These activities have been a great success. Parents and students have had fun together. Volunteers are needed to help plan and supervise the activities.

Book Fair:

We will be holding two Book Fairs during the year in conjunction with the Fall and Spring SSP conferences. The Book Fair is a convenient way for you to shop for quality books for your children as well as support our school. All proceeds are given directly back to the library and students in the form of books. Volunteers are needed to help set up, clean up, and run the book fairs.

Classroom Volunteers:

Check with your child's teacher to see how you can help in the class.

Field Day:

Field Day will be held the last week of school. Students will participate in outdoor games and activities. Volunteers are needed to help run the activities. Each class will need a volunteer to help run a station and supervise the students.

Red Ribbon Week and Walk to School Day:

These PTA sponsored activities help to keep our students healthy as we encourage them to be physically active and drug free. Sign up to help plan motivational activities and rewards.

P.T.A. OFFICERS

| | | |
|--------------|------------------|---------------------------|
| President | Ann Schultz | annschultz@ymail.com |
| Secretary | Liz Weilenmann | bweilenmann@msn.com |
| Treasurer | Tabatha Benzler | tabatha.benzler@yahoo.com |
| Membership | Jessica McDonald | jessabyjewelry@gmail.com |
| Board Member | Angela Morrill | angelamorrill@gmail.com |
| Board Member | Toni Kirkham | tonikirkham41@gmail.com |

EVENT COMMISSIONS

COMMUNITY INVOLVEMENT

| | |
|------------------------------|-----------------|
| Teacher Appreciation SSP's | Lindsie Luke |
| Teacher Appreciation Week | Teresa Crumpton |
| Grade Level Service Projects | |
| Scarecrow Festival | |
| A.P.P.L.E. Parties | Jason Crumpton |

EDUCATION

| | |
|------------------------|-----------------|
| Book Fair | Lindsey Danley |
| Literacy Month | Kristi Clark |
| Teacher Scholarships | PTA Board |
| Walk-a-thon Fundraiser | PTA Board |
| Reflections | Michelle Bowman |

INDIVIDUAL DEVELOPMENT

| | |
|------------------|----------------|
| Meet the Masters | Katie Sterling |
| Field Day | Liz Lange |

HEALTH AND SAFETY

| | |
|--------------------|----------------|
| Red Ribbon Week | |
| Fluoride | Angela Morrill |
| Walk to School Day | Ashley King |
| White Ribbon Week | Barbi Kemp |

SCHOOL LUNCH

| | <u>Student</u> | <u>Adult</u> | <u>Reduced</u> |
|------------------|----------------|--------------|----------------|
| Breakfast | \$1.35 | \$2.25 | \$0.30 |
| Lunch | \$2.00 | \$3.50 | \$0.40 |
| Extra Milk/Juice | \$0.25 | | |

Parents are welcome to occasionally eat lunch with their student. Please call the office early that morning to reserve an adult lunch. Please check with the office if you think you may qualify for reduced or free lunches. Title 1 reading funds are dependent on students who qualify for free or reduced lunch, so please apply!

SCHOOL-WIDE TITLE 1 ASSISTANCE SCHOOL

J.R. Smith Elementary School is a School-wide Title 1 Assistance School. We qualify for this assistance based off of our free and reduced lunch count. The assistance we receive benefits all students, primarily through our intervention programs. You can help by filling out a free and reduced lunch form and by volunteering in the school. Please feel free to ask for more information in the office. You may request and receive information regarding the professional qualification of your student's classroom teachers. Interns are teaching on a student teacher license under the immediate supervision of the Teacher on Special Assignment and therefore not state qualified yet.

SCHOOL COMMUNITY COUNCIL

This is official notification that elections for the School Community Council will be held by secret ballot the first three school days. Below you can see how many public spots are open. If you would like to be considered a candidate, please email Mr. Brown at ryan.brown@wasatch.edu. Voting will be by secret ballot in the office.

Please contact a member of the School Improvement Committee with any suggestions to improve our school.

Chairman: To be determined at the first meeting

Vice-Chair: To be determined at the first meeting

Community Members

1. Erin Sabey
2. Steven Cooper
3. To be filled by secret ballot (August 22-24)
4. To be filled by secret ballot (August 22-24)
5. Ann Schultz (non-voting)

Employee Members

1. Ryan Brown
2. Kenalee Mair
3. Kristi Davis (non-voting)

*All Community Council members will have district emails that will be : firstname.lastname@wasatch.edu

SCHOOL DISCIPLINE PLAN

The faculty and staff of J.R. Smith Elementary ardently support the Utah Behavior Initiative (UBI) and Positive Behavior Supports (PBS). Using these frameworks students are consistently taught the behavior expectations and rewarded appropriately for complying. Multiple school wide activities take place throughout the year to encourage students in their good behavior. Teachers also have their own unique plans in place in their classroom.

ELECTRONIC DEVICES POLICY

Electronic devices are included as an addendum to the Sage Schools Policy that is available on the district website or upon request in the office. Students are strongly encouraged to keep electronics devices at home. If caught using such devices at school, they may be confiscated and held until the parent can collect it at the office. The policy does make allowances for some students to bring them and use them after school, on the bus or walk home. The school and school district will not be liable for any personal electronic devices.

BULLYING POLICY

At J.R. Smith Elementary bullying is defined as repeated behavior designed to hurt another's social, emotional or physical well-being. Within this definition there are many kinds of bullying; verbal, cyber and physical are some common examples. Students are encouraged to report bullying using the "Buddy Box" in the library or by telling a responsible adult. Bullying prevention is ongoing and systemic at J.R. Smith Elementary.

HEAD INJURY AND CONCUSSION POLICY

The parents of each student will be provided with a document outlining the Head Injury and Concussion Policy of the Wasatch County School District. The parents will be required to sign and return it before their student will be allowed to participate in physical education.

EMERGENCY RESPONSE PLAN

In all cases of emergency during school hours at J.R. Smith Elementary, the safety of the students is of paramount concern. Parents will be notified in the quickest manner possible via auto calls and mass emailing. Parents will only be allowed to check out their students in an established, orderly manner.

1. Earthquake: J.R. Smith Elementary participates in earthquake drills. In the event of an earthquake the building will be evacuated. Students will only be released through the walking gate located near the southeast corner of the building. Students will only be released to individuals listed on their registration forms; that person will sign a form before they take the student.
2. Fire: J.R. Smith Elementary participates in fire drills scheduled with the Wasatch County Fire Marshall. In the event of a fire, the building is evacuated. If needed, students would be led to the L.D.S. meeting house to the east of the school as a secure shelter. Students will only be released to individuals listed on their registration forms; that person will sign a form before they take the student.
3. Lock-down: J.R. Smith Elementary participates in lock-down drills scheduled with local law enforcement. Once the school is placed in lock-down, no one enters or leaves the school without law enforcement permission. Once that permission is granted, students will only be released to individuals listed on their registration forms; that person will sign the form before they take the student.

SUSPENSION AND EXPULSION POLICY

Students at J.R. Smith Elementary are subject to the Safe School Policy of the Wasatch County School District. This policy outlines condition for suspension and expulsion. Copies of the policy are provided upon request in the office or on the district website.

SCHOOL DRESS CODE

Clothing should be neat and modest. Parents are requested to assist in adhering to the following rules:

1. Footwear must be worn at all times. No "wheelie" shoes.
2. Short shorts, short skirts, halter tops, tank tops, bike shorts and grubby clothing should not be worn to school.
3. Clothing which displays slogans or insignia which are vulgar, profane or which identify alcohol, tobacco or drug products are not acceptable in school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

J.R. Smith Elementary follows all federal and state guidelines that relate to FERPA. The faculty is trained once a year by the administration regarding FERPA. Parents can view the policy on the district's website or request a hard copy in the office.

ACCEPTABLE USE FOR INTERNET ACCESS

Classroom teachers will provide a copy of the Acceptable Use Policy to the parents of each student. Before a student can use a computer, parents will need to sign and return the corresponding page to the classroom teacher. Parents can view the policy on the district's website or request a hard copy in the office.

ATTENDANCE POLICY

It is the policy of the Wasatch School District to promote regular attendance. As such, there is a detailed Attendance Policy on the district website; paper copies are available upon request in the office. All students are expected to be in class on time every school day, in every class. Elementary students (k-5) may risk the denial of grade promotion if their attendance is less than 90% (approximately 5 days per 9-week period.)