



# STUDENT HANDBOOK

## 2023 - 2024

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**At Eureka Elementary we strive for safety, success, and a sense of community to empower everyone to reach their full potential.**

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### EUREKA ELEMENTARY MESSAGE

THIS HANDBOOK IS DESIGNED FOR USE BY STUDENTS AND PARENTS. PLEASE TAKE TIME TO READ THE INFORMATION AND TO NOTE THE DATES FOR IMPORTANT EVENTS. WE HOPE THIS WILL HELP ANSWER MANY OF THE QUESTIONS YOU HAVE ABOUT EUREKA ELEMENTARY SCHOOL.

WE LOOK FORWARD TO HAVING YOU, THE PARENTS, AS PARTNERS IN THIS EDUCATIONAL YEAR. AS THE YEAR PROGRESSES AND AS YOU MAY HAVE QUESTIONS, WE ENCOURAGE YOU TO CALL OR EMAIL THE SCHOOL AND CONTACT THOSE WHO MIGHT BE OF HELP.

ONE OF OUR GOALS THIS YEAR IS TO MAKE SURE THAT PARENTS AND GUARDIANS OF STUDENTS, LIKE THE STUDENTS THEMSELVES, FEEL AT HOME AT EUREKA ELEMENTARY SCHOOL. TO ACCOMPLISH THIS, WE ARE PROVIDING MANY OPPORTUNITIES FOR YOU TO WORK WITH US AS TRUE PARTNERS. YOU WILL NOTICE THAT WE ARE FOCUSING ON READING AND MATH. THESE ARE WORTHY GOALS AND WE TAKE THEM VERY SERIOUSLY. WE WILL BE ASKING YOU TO HELP US ACHIEVE THEM BY PROVIDING OPPORTUNITIES FOR YOU AND YOUR STUDENT(S) TO READ AT HOME AND **TO BE INVOLVED IN YOUR CHILD'S** MATH PROGRESS.

WE ARE GLAD TO HAVE YOU WITH US THIS YEAR, AND WE WANT TO ASSURE YOU THAT WE WILL DO OUR BEST TO HELP YOUR CHILD EXPERIENCE ACADEMIC, SOCIAL, AND EMOTIONAL GROWTH. WITH YOUR HELP AND COOPERATION, THIS SHOULD BE AN EXCELLENT SCHOOL YEAR!

EES STAFF AND ADMINISTRATION

## GENERAL SCHOOL INFORMATION

### Items from Home

A school is a place for learning. When students bring toys and other valuables with them it distracts them, as well as other students from learning. Students may bring items for the purpose of 'Show and Tell' if the teacher permits. Leave things of value, toys (electronic devices, etc.) as well as money at home. Neither the teacher nor the school will be responsible for items that are broken, lost, or stolen.

### Breakfast and Lunch

Breakfast will be served from 7:35 to 8:00 AM. Students may bring a lunch from home or buy school lunch. You can pay for lunches daily, weekly, or monthly. All payments need to be done in the office and not at the lunch counter. Prices are K-6, \$1.50 Breakfast; \$2.25 Lunch; Reduced Breakfast \$.30, Lunch \$.40, Adult lunch-\$4.50. Parents are encouraged to fill out a lunch form. Students getting a school lunch are provided one carton of milk. If they want additional milk, they must pay .25 cents before they can get that additional beverage. Students that bring a home lunch can pay for milk at the school's main office or the cost will be added to the students account. Water will be available for all students.

### Recesses

Students will have a 15-minute recess in addition to lunch recess. An employee will always be on recess duty when a recess is taking place. The recess may be inside or outside depending on the weather. Inside recess will be held on the stage. The Nugget, classrooms, and halls are off-limits since there is no way for the teacher to supervise that many areas at one time.

### School Visitors

Anyone visiting the school during school hours must enter through the front door, report to the office, sign in and state the reason for the visit. If you are coming to see your child or to check out your child the student will be called to the office. We feel that fewer disruptions in the classrooms during instructional time are best for student achievement. Using the front door will assist us in providing a safer school for all. Students visiting from another district are not permitted to attend classes with enrolled pupils.

### Emergency Policy

In case of an emergency, students will remain at the school until a parent, babysitter, grandparent, or other person listed on the student information card on Infinite Campus can pick the child up. The school is equipped with first aid kits in each class and faculty members have been instructed on what to do in case of an emergency. It is very important that you have listed several relatives or friends that would be able to pick up your child in case of an emergency. Under no circumstances will we be able to let your child go with anyone who is not on the information sheet.

Please update your child's information sheet at the first of each year. There must be someone listed on the sheet that is available to take your child during the day.

### Parent-teacher conferences

PTC's are held two times this school year. All of our PTC's will be after normal school hours and will be held from 4:00 to 7:30 PM. Our Fall PTC's are scheduled for Wednesday & Thursday September 20<sup>th</sup> & 21<sup>st</sup>. The purpose of this meeting is to discuss the strengths and weaknesses of the student and to decide on academic goals which students will work on with the support and assistance from both the

teacher and the parents. Parents will receive a copy of the form that the student, teacher, and parent have all signed, and the PTC will remain in the student's permanent record folder. We will also have PTC's on Wednesday & Thursday January 31 & Feb 1st 2024. Parents can sign up for a meeting time online through Sign Up Genius. You will receive an email letting you know when this is available.

### **Testing**

State tests (in addition to book tests and specific skills tests) are given at the end of the school year to students in grades 3 - 6. These tests are used to assess student achievement in the Core subject areas. Currently, these tests are given in Language Arts, Math, and Science. Reading assessments are administered individually and in groups to determine student progress and needs for instruction. Additional tests will be given in any subject throughout the year to assess student needs and progress.

### **Special Education**

Eureka Elementary has a variety of students with different talents and abilities. It is an expectation that each student will give every effort academically and socially. Special Education services are provided to students who qualify for such services.

### **Child Find Statement**

Tintic School District actively seeks to locate, identify, and refer children

from birth to age 21 who require special education and related services in order to assist them and their families. If you are concerned about a child's development, you are encouraged to contact our special education teacher at Eureka Elementary School for assistance.

Eureka Elementary      Abby Christensen      435-433-6927

### **Section 504**

Free appropriate education is provided by the elementary school to all students. Some students who do not qualify for special education may need accommodations in order to meet their educational needs. Students who have a physical or mental disability that substantially limits one or more of life's major activities are covered under Section 504. The determination of services and accommodations must be made by a group of persons knowledgeable about the student. The parents must be included in the process whenever possible. For more information about Section 504, please call the District Office.

### **Speech Therapist**

The speech therapist works part-time to provide hearing and sight screening tests, provide suggestions for specific student needs and speech lessons.

### **Support Services**

The role of support services is to provide school-related social development skills for any students for whom the service is requested. Teachers, parents, or administrators can make a referral for an individual student. Crisis management and responsive services will also be available.

### **PTO**

This organization does a great deal to make school a more pleasant place for children. They provide goodies, reward achievements, design operetta costumes, and some other activities during the year.

We encourage all parents to help and participate in making the school year memorable for all our kids. PTO will accept donations to help with costs.

### **School Pictures**

This year we are planning on Memory Lane Photography meeting our school picture needs. The school invites a photographer to take pictures of students early in the fall. Prices are reasonable, and we have worked with Memory Lane for many years. Parents will receive notice before picture day.

### **Video Use In School**

Because of copyright laws, students are not allowed to bring videos from home. Teachers must comply with all copyright laws in the use of instructional videos in their classrooms.

### **Operetta**

The Christmas Operetta takes a great deal of time in November and December. All children have a part and are encouraged to participate. Costumes are the responsibility of the room mothers to design and the school will provide the materials. This performance will be on the 21st of December 2023 at 1:30 and 6:30. All students will leave the school building to go to the high school to practice the operetta. These practices will be during school and students will ride the bus to the high school for the day performance & the dress rehearsal. Parents will be sent a rehearsal schedule through email early in December.

### **Read-a-Thon**

At the end of January, our school participates in a school Read-a-Thon to make reading for pleasure a fun whole-school activity. Participation by the lower grades is at the discretion of the teachers, but the upper-level students all participate. On the day of the Read-a-Thon students may bring pillows, blankets, or sleeping bags to lie on. The Read-a-Thon begins after the morning recess, about 11:00, and students and teachers read until lunchtime. When lunch recess is over, the reading resumes. Children will be given a bathroom break and snacks, and will continue reading until the end of school. We are fortunate to have guest readers come and participate with our younger students.

### **Pentathlon**

Eureka Elementary has a track and field event called the Pentathlon every spring for grades 4-6. Please be sure your child has plenty of sunscreen for these events during the Pentathlon. Students compete in basketball, 50-yard dash, long jump, softball throw, and shot putt. During this time grades 1-3 have their own class activities.

### **Class Parties**

Parties are held in each class for rewards or to celebrate holidays. On occasion, the PTO and room mothers might be asked to help. Treats brought by students to share with the class must not be homemade and they need to be individually wrapped. On occasion, the PTO and room mothers will be asked to help.

## **Administration of Medications**

Appropriately trained school personnel shall be authorized to assist students in the administration of prescription medication or to administer prescription medication to students while on school property or off-campus on official school business when failure to take such medication during the school day could jeopardize the student's health.

### **PROCEDURE**

Only the school nurse and authorized personnel with clear and written authorization by the student's physician **and** parent/guardian shall administer prescription medication or any form of medication during the school day or during school activities.

### **Receipt and Inventory**

Medication can only be received in the original bottle/container and must be clearly marked with the name of the student, the name of the medication, directions concerning dosage, physician's name, and title and pharmacy's name, address, phone number. Medication will only be received from the parent/guardian or other authorized adult designee. The school nurse or other authorized personnel are the only members of the faculty that are authorized to receive medication.

### **Storage of Medications**

All prescription medications received at Eureka Elementary School will be received as indicated above and secured in a designated locked area.

## **IMMUNIZATIONS**

A student must meet the minimum immunization requirements prior to school entry for the following antigens: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Hepatitis A, and Varicella.

5 DTP

4 Polio

2 MMR

2 Hep A

3 Hep B

2 Varicella

A parent claiming an exemption to immunization for medical, religious, or personal reasons shall provide the student's school or early childhood program the required completed forms from the Health Department. Students not immunized will be excluded from school should an outbreak occur of one of the above-listed diseases.

The Board shall comply with any modifications or deletions in the required immunizations that may be made by the Department of Health. TSD Policy FDB

## COMPULSORY EDUCATION

THE PARENT OR LEGAL GUARDIAN OF A STUDENT WHO IS AT LEAST SIX (6) YEARS OF AGE AND NOT MORE THAN EIGHTEEN (18) YEARS OF AGE, SHALL ENROLL AND SEND HIS OR HER SCHOOL-AGE MINOR TO A PUBLIC OR REGULARLY ESTABLISHED PRIVATE SCHOOL DURING THE SCHOOL YEAR OF THE DISTRICT IN WHICH THE STUDENT RESIDES UNLESS EXEMPTED AS INDICATED BELOW. ATTENDANCE SHALL BE IN DISTRICT SCHOOLS OR IN SOME OTHER DISTRICT TO WHICH THE STUDENT MAY LEGALLY BE TRANSFERRED, OR IN A REGULARLY ESTABLISHED PRIVATE SCHOOL. IT IS A CLASS B MISDEMEANOR FOR A PARENT OR LEGAL GUARDIAN TO FAIL TO ENROLL A SCHOOL-AGE MINOR IN SCHOOL UNLESS EXEMPTED AS INDICATED BELOW. THE DISTRICT SHALL REPORT VIOLATIONS OF THIS POLICY TO THE APPROPRIATE CITY, COUNTY, OR DISTRICT ATTORNEY.

### ABSENCES AND EXCUSES

Students, who are at least six (6) years of age and not more than eighteen (18) years of age, shall attend a school or have an excused absence for at least 149 days of the regular school year, and make-up or remedial work shall be required from students with excessive absences.

### EXCUSED ABSENCES

Any student not already exempted from the compulsory attendance law under Policy FBC may nevertheless be excused for a temporary absence resulting from illness, medical appointments, family emergencies, death of a family member or close friend, a family activity consistent with district/school policy, or any other reason identified by the school or district as reasonable.

To be an excused absence the parent must call and excuse the student.

TSD Policy FBB

## ATTENDANCE

### Absences

We believe that a child cannot meet his/her potential unless attendance at school is regular. Classroom activities and lessons involve teacher and classmate interaction. Textbook work is only a small part of the curriculum but is often the only type of work that can be made up when class is missed.

### Tardies

Students are expected to be at school on time and ready to learn. Since the stage is often set in the first few minutes of class, students coming in late are a disruption to the learning environment. Those who come in late should report directly to the office before going to class.

Students are also expected to come in promptly when the bells ring to end recess so as not to cause disruption to the learning environment

## REGISTRATION AND WITHDRAWALS

### Preschool

We encourage all parents of 3 and 4-year-old children to come and have their child assessed for our preschool class this year. Preschool will be for children that are 4 years old and those 3-year-old students that qualify. Children will come three days a week (Tuesday, Wednesday, and Thursday) for a tuition fee of \$45.00 per month. **The tuition fee must be paid by the first class day of each month.** Tuition can be paid through the parent portal of Infinite Campus.

If you want to enroll your child in preschool, please contact the school to register him or her. You will be contacted with a time scheduled for your child's preschool assessment. This year the class will be from 8:05 AM to 11:00 AM.

### Kindergarten

Parents of incoming students are invited to the school in the spring for kindergarten registration. This gives parents the opportunity to meet the teacher, ask questions, and learn about requirements. Parents and children are invited to visit the kindergarten classroom prior to entering kindergarten. This year Kindergarten is held all day, Monday through Thursday, beginning at 8:05 and ending at 3:20.

### New Students K-6

All students must have

An up-to-date immunization record or current exemption.

Birth certificate

Address of the previous school attended

The following forms need to be signed by the parent: bus form, counseling form, health form, and internet acceptable use. These forms need to be updated yearly. Students who have been homeschooled will be tested to determine the appropriate placement level. Vision and hearing screening will be provided by the school.

### Withdrawals

When your student withdraws from our school, please check with the classroom teacher in time to look for any books that may be left at home. When they enroll in a new school, records from Eureka Elementary will be sent to the new school. The school secretary will provide a copy of immunization records for parents to take to the new school to help students enroll.

## STUDENT CONDUCT

1. Students will respect the rights and property of themselves and others.
2. Students will behave in such a manner as to contribute to a positive learning environment.
3. Students will respect the health and safety of themselves and others.

Individual school officials and classroom teachers may develop more specific rules for students. The rules must also be consistent with Board policy and philosophy. These guidelines are in effect at all events sponsored by the Tintic School District, including off-campus events, on the way to and from school, and including school-sponsored transportation.

### **Dig Deeps**

Negative classroom/lunchroom/playground behavior may result in the student completing a “Dig Deep” with the teacher or Principal. This gives the student an opportunity to recognize and reflect on negative behaviors and think about ways to improve. Parents will receive a copy that they must sign and return to the teacher.

### **Behavior Ticket**

This may be given out for repeated Dig Deeps or more serious offenses. Parents should discuss this with their student, sign it and return to the teacher or Principal (whichever issued the ticket). The student will sit in the office for lunch recess until the ticket is returned, signed. A student may be prohibited from participating in a field trip or activity if a Behavior Ticket was issued during the trimester.

### **Parent Notification**

When a student has been given the concerted effort by school personnel to correct a problem, the principal or his/her designee will make a reasonable effort to contact and inform the parent or guardian. When students are suspended during the school day and are sent home, the school will notify the parent or guardian of the action.

## **DRESS CODE**

As fads and extremes of dress and appearance tend to attract improper attention to the individual and to interfere with the educational process, the Tintic Board of Education requires all of its students to conform to standards.

### **DRESS CODE GUIDELINES**

- 1. HAIR AND CLOTHES SHOULD BE CLEAN AND GROOMED**
- 2. ALL UNDERWEAR SHOULD BE COVERED BY OUTERWEAR**