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# Canyon View Elementary

## Student/Family Handbook

2018-2019



*Together We Can!*

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Canyon View Elementary  
3050 E. 7800 S. Cottonwood Heights, UT 84121  
School Office Hours: 8 am – 4 pm

Phone: (801) 826-8050 Fax: (801) 826-8051  
<http://canyonview.canyonsdistrict.org>

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## Welcome Letter

Welcome to Canyon View Elementary School. The administration and staff at Canyon View believe we are a school where KIDS COME FIRST! Canyon View is a great school with outstanding staff, students, and academic programs. The information in this handbook has been prepared to answer questions you may have about your school. If you have further concerns or questions, please feel free to contact us at (801) 826-8050. For more information about our school, please visit [www.canyonview.cavonsdistrict.org](http://www.canyonview.cavonsdistrict.org). We believe that if classroom practices and expectations are school-wide, students feel more confident and better able to navigate the school environment. In an effort to streamline this organizational process, the staff at Canyon View will support the policies and procedures listed in this handbook.

## **Important Starting Dates & Information**

- For 1<sup>st</sup> through 5<sup>th</sup> grades: School begins at 8:40 am on Wednesday, August 22, 2018
- For Kindergarten: School begins on August 27, 2018. Please note that Kindergarten students will not attend school the first week to allow for pre-assessment testing with their teachers. (Kindergarten students will receive appointment times in the mail.)



## CSD and Canyon View Vision, Goals & Strategies

*All students will graduate from Canyons School District college, career and citizenship ready.*

**By 2015:** 50% of high school students meeting all four ACT College Readiness Benchmark Scores and qualifying for Advanced or Honors Diplomas, and being able to articulate a specific postsecondary purpose for themselves; all four high schools on U.S. News & World Report's list of top 100 high schools.

**By 2020:** 75% of high school students meeting all four ACT College Readiness Benchmark Scores and qualifying for Advanced or Honors Diplomas, and being able to articulate a specific postsecondary purpose for themselves; all five high schools on U.S. News & World Report's list of top 25 high schools based on % of student body passing AP exams.

Continuous School Improvement Plan (CSIP) Performance Goals:

### **Literacy**

- By end of the 18-19 school year, 80% of students in each grade will demonstrate mastery of core standards in English Language Arts (ELA) as measured by their grade level District Wide Standards Based Assessment (DWSBA).
- Kindergarten will be assessed using the First Sound Fluency (FSF)/Phonemic Segmentation Fluency (PSF)/Nonsense Word Fluency (NWF) Dynamic Indicators of Basic Learning Skills (DIBELS) scores.

### **STEM**

- By end of the 18-19 school year, 80% of students in each grade will demonstrate mastery of core standards in Math as measured by their grade level DWSBA (District Wide Standards Based Assessment).
- Kindergarten will be assessed using the BQD/NNF DIBELS scores.

### **PBIS**

- By the end of the 2018-19 school year all students will have received a minimum of 50 Bengal Bucks
- All classroom teachers will have a system of recording how many Bengal Bucks each student has received.



## Attendance

To check your student's attendance, log into Canyons District System Portal, Skyward.

### To Access SKYWARD

- Go to [www.canyonsdistrict.org](http://www.canyonsdistrict.org)
- Click on Resources
- Select Skyward
- Or Log onto <http://skyward.canyonsdistrict.org/> and select "Family Access" in the top left corner of the page
- Enter your username and password

### Attendance Policy

Punctuality and regular attendance are two important factors affecting school success. When students are absent from school or arrive late, they miss valuable opportunities to learn. Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The law further states that every parent or guardian has the responsibility of sending his/her child to school.

The administration and staff at Canyon View Elementary are committed to the success of every student. Student success can best be achieved when students, parents, teachers, and school administration work together towards a common goal.

*Student responsibilities include:*

- Be in school regularly and on time
- Collect work missed during absence

*Teacher responsibilities include:*

- Greet students at the door
- Promote and celebrate good attendance in their classrooms.

*Parent responsibilities include:*

- Ensure that their student attends regularly and on time
- Notify the front office for each absence
- Check in/out their student(s) through the front office
- Understand the attendance policy

*Administrative responsibilities include:*

- Be involved in tracking student attendance
- Notify parents of attendance/tardy problems
- Intervene according to Utah Code 53-A-11-101 when necessary

### What is an Excused Absence?

We follow the state guidelines for possible reasons in which an absence would be excused: Illness or medical/dental appointments (*must be verified by providing a doctor's note*), family weddings and emergencies, death of a family member, family vacation or travel (*Educational Leave – defined below*), and court appearances.

### Family Vacation or Travel (*Educational Leave*)

Students are allowed up to **ten (10) days** for travel/vacation each year, IF an "*Educational Leave*" form has been filled out in the office **BEFORE** the vacation occurs. Parents will be responsible for making arrangements with the teacher for making up work missed. However, students missing school will **not** qualify for receipt of any awards associated with attendance (*i.e., 100% attendance award, etc.*)



## Checking Students In and Out

- Students arriving at school after 8:45 a.m. are considered late and will be marked tardy by the teacher and will most likely need to enter the building from the front/main doors.
- Students arriving at school after 9:00 a.m. must check in at the front office and receive a tardy slip before going to class. Please bring in any medical/dental notes for excused check-ins.
- Parents must come into the building and show valid picture ID to check out a student from school. Students will be checked out only to adults listed on their registration account. If a student must leave school during the day, they are required to use a school phone, not a personal cell phone, to contact their parent.

## What Happens if Students Miss Too Many Days?

The school has established that it is reasonable to expect **seven or fewer absences** per school year not including approved vacation time.

The following sequence of steps is followed when attendance becomes a concern.

- Compulsory Education Letter – It is located in the beginning of the year online registration information and explains that education is compulsory by Utah law. A parent must **sign this letter** electronically verifying that they understand education is mandatory in Utah. (Utah Code 53-A-11-101).
- When your child attains the **seven absence threshold**, the school will contact you by phone to inform you of where you are in regards to the attendance policy and to remind you that any additional absences will require documentation to be consider excused.
- When your child attains **five unexcused absences above the allotted seven**, during the school year, you will receive **Letter #1** – an official “Notification of Attendance Issues” mailed home from the school. (Documented in Skyward)
  - The purpose of this letter is to remind you of the attendance policy and to create an attendance/tardy plan.
- When your child attains an additional **five unexcused absences beyond the 12** in the school year, you will receive **Letter #2** – a certified letter requiring a meeting with the principal and parent/guardian.
  - This meeting will discuss the reasons behind the excessive absences/tardies, review the previously established attendance/tardy plan and inform you of state laws and district policies surrounding attendance requirements.
  - A new attendance/tardy plan will be created.
  - Absences at this point will only be excused by providing written documentation by a health care provider, approved by a school official or by documentation of an absence due to a funeral (obituary or memorial pamphlet).
- Any additional unexcused absences will result in a referral to the District Truancy specialist and may be referred to court.

## Student Conduct and School-Wide Behavior Plan

### Bengal Cubs Standards and Expectations

Students are expected to be GREAT by being Safe, Respectful and Responsible in all areas of the building. Please see the Appendix for the *Canyon View Elementary Behavioral Expectation Matrix*. All students at Canyon View have incredible capacities to learn and demonstrate success. Each student who enters our doors will receive a quality education in a safe environment. The staff at Canyon View expects that each student will have the responsibility to refrain from inappropriate or distracting behavior that endangers them or others, or that interrupts classroom instructional activities.



### Dangerous or Disruptive Conduct

We would like to turn discipline situations into learning opportunities whenever possible. The administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to improve behavior. For more severe or repeated behaviors a student will be referred to administration and parents notified. Further action may be taken for Safe School violations according to district Policy JK - Student Conduct and Discipline.

District policy states: "The Board of Education is committed to academic achievement and preparing students for college, career, and citizenship readiness. In order for all students to benefit, enjoy, and learn from school experiences in a safe environment, the Board of Education encourages students, employees, and community patrons to engage in the highest standards of civil and ethical behavior on school grounds, during school-sponsored activities, and in school-related communications and interactions. The Board of Education seeks to promote an atmosphere within the school that is conductive to learning and protecting the rights of students. No student should be allowed to interfere in the learning opportunities of others.

"The primary responsibility for conduct of a student rests with the student, then parents, and then the school. Students are expected to follow accepted rules of conduct and respect school authority. The Board of Education recognizes the encouragement of safe, civil, and respectful behaviors may require decreasing or eliminating disruptive, dangerous and illegal social behaviors. Non-compliant behavior disrupts the educational process and impedes student learning. Substantial disruption and dangerous conduct must be addressed in accordance with District Policy and law and may include the following:

- Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
- Actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities;
- Sale, control, or distribution of a drug or controlled substance, an imitation substance, or drug paraphernalia;
- Act involving force or threatened use of force which if committed would be a felony or class A misdemeanor.
- Bullying or hazing. Canyons School District strictly prohibits any student or school employee from engaging individually or collectively in any form of hazing or bullying on school property, in conjunction with any school activity, or involving any person associated with a school activity regardless of where it occurs. Students or school employees who initiate, promote, and/or engage in hazing, bullying, cyber bullying, harassment, or retaliation activities will face disciplinary action, up to and including suspension, expulsion, loss of participation in extracurricular activities, probation, and/or termination of employment. In addition, conduct that may rise to the level of suspect criminal activity will be referred to law enforcement.
  - Students who observe hazing, bullying, cyber bullying, or retaliation activities have a duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary action."

### School Lunch

#### Lunch Program

School lunch menus can be accessed from the school's website or picked up from the office. Student lunches cost \$1.75 (*subject to change*), reduced lunch cost is \$0.40, and milk costs \$0.25. Students will use their student ID number as their school lunch number. Payments can be made with cash/check at the

school or online through Skyward by clicking on the “Food Services” tab, once logged in <http://skyward.canyonsdistrict.org>.



### Recess Before Lunch

Canyon View Elementary has changed the lunch scheduling from the traditional version of going to the cafeteria to eat and then going out to play to a research-based method called recess before lunch. When the bell rings for lunch, the children will be released to go outside and play for fifteen minutes. After fifteen minutes has passed another bell will ring signaling the children to line up. Once they have lined up, the playground aides will walk the children to the lunchroom where they will use hand sanitizer and go through the lunch line. The children will be required to stay at their class table until they are dismissed to dump trays and are then met by their classroom teacher and walked back to class.

\* 1st Grade will have recess after lunch to enable them extra time to acclimate to lunchtime procedures.

### Rationale behind Recess Before Lunch

- The teachers notice that the kids are more settled upon returning to the classroom after lunch, and are ready to start afternoon classes.
- Reduced behavioral problems on the playground, in the lunchroom, and in the halls.
- Food waste has been shown to go down and milk consumption has been shown to go up.
- The atmosphere in the lunchroom is more conducive to eating and is much more relaxed, as the kids are not rushing through lunch to get outside.

## Communication

### Communication with the Student, Parent, and Teacher

Good communication between home and school will facilitate each student’s success. Communication may occur through: phone calls, emails, student planners, progress reports, report cards, appointments, and through Skyward. At no time should a parent be in doubt of their child’s progress. **It is highly recommended that a parent contact their child’s teacher to review an issue or concern, prior to calling the school administration.** Information such as attendance, lunch balances and much more can be instantly accessed from home by visiting Skyward.

### Planners

(3<sup>rd</sup>--5<sup>th</sup> grades)

Student responsibilities include:

- Take planner to class every day
- Write assignments from each class subject in planner
- Check before going home to see if you have the material you need to complete homework
- Check again at home to see if you have all assignments completed for the following day
- Show any messages to parents or teachers

Parent responsibilities include:

- Check planner often
- Ask to see assignments listed
- Encourage student to carry and utilize planner on a daily basis

Teacher responsibilities include:

- List daily assignments and important upcoming due dates in a visible place in the classroom
- Encourage and reinforce students to write assignments in planners and use it as a responsibility tool.
- Utilize planner to communicate grades or messages to parents



## School Website

The Canyon View website is an excellent source for everything you need to know about our school. Visit the website regularly to get up to date information about Canyon View, calendars, PTA, School Community Council, interactive student websites, and curriculum resources. Check it out at <http://canyonview.canyonsdistrict.org>.

## Skyward Access

Our school district uses Skyward as the web-based system for tracking student information, and tracking/paying lunch accounts. There is one login for each family that gives you access to each of your student's information K-12. This information is mailed home, but if you are unsure of your login information, please contact the office.

## Daily Schedules

### Before School

For safety reasons, please do not send students to school before 8:30. ***There is no adult supervision prior to 8:30 AM on school grounds.*** Students are allowed to play on the playground until the first bell rings at 8:40, at which time they should line up at their grade-level doors until invited inside by the teacher on duty. When cold (below 23 degrees) or wet weather occurs before school, the ***orange flags*** will be posted on the exterior of the building indicating that students are welcome to come in the building to wait in the gym until the bell rings. They should enter through the front doors, as all other doors remain locked.

### Bell Schedule

#### Monday-Thursday

Grade	Start Time	End Time
Kindergarten AM	8:45 am	11:25 am
Kindergarten PM	12:40 pm	3:20 pm
1 <sup>st</sup> – 5 <sup>th</sup>	8:45 am	3:20 pm

#### Friday (Early Out)

Grade	Start Time	End Time
Kindergarten AM	8:45 am	10:45 am
Kindergarten PM	11:40 am	1:40 pm
1 <sup>st</sup> – 5 <sup>th</sup>	8:45 am	1:40 pm

## Curriculum

The Utah State Board of Education establishes the core curriculum in each subject and at each grade level. For more information about Utah's Core Curriculum and additional resources to support your student's education, please visit the following websites:

- Utah Core Standards



- <http://www.uen.org/core/>
- Academic Areas and Programs
  - <http://www.schools.utah.gov/CURR/main/Curriculum-Programs.aspx>
- Parent/Guardian Language Arts and Math Resources
  - <http://schools.utah.gov/core/Parents.aspx>
- Utah Education Network K-12 Student Center
  - <http://www.uen.org/k12student/>

## **Homework**

Homework is intended to provide students with opportunities to practice and review concepts/skills learned at school in order to promote deeper understanding and fluency. Some assignments are long-range and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. It is the student's responsibility to make up any work missed due to absence. Please give advanced notice to the teacher when you know you'll be gone. The teacher may wish to provide the work before or after the absence.

## **Assessment**

*Multiple assessments throughout the year help teachers to modify and adjust instruction in order to meet the needs of each individual student.*

### **Standardized Tests**

A standardized test is a test administered and scored in a consistent manner in order to eliminate unexpected variables. Typically, scores reflect a percentile rank that shows the student's relative position or rank in a group of students who are in the same grade and who were tested at the same time of year as the student. Nationally, the average student scores near the 50th percentile. These scores can then be compared accurately with other populations across the district, state, and nation.

### **Formative Tests**

Teachers use formative, in-class assessments to determine how well students are mastering grade level concepts and skills. Formative assessments are part of the Reading Street and EnVision Math programs, and are given on a regular basis to confirm that students understand what is being taught in class. Students are also assessed through classroom observation to determine skill acquisition and concept mastery.

## **Special Programs**

### **Choir**

The school choir for 2<sup>nd</sup> through 5<sup>th</sup> grades meets Monday and Wednesday mornings at 8:00. There will be two evening performances, one in December and one in May. More information will be sent home at the start of the school year.

### **Orchestra**

4th and 5th grade students have the opportunity to participate in a before school orchestra program. The beginning class meets Tuesday and Friday mornings from 7:45 to 8:45. The advanced class meets Thursday and Friday mornings from 7:45 to 8:45. There will be two evening performances in December and May. There is a district fee involved for participation and instrument rental. Waivers are available. More information will be provided at the start of the school year.



## Special Education Services

Students who qualify for special education services have academic, physical, and/or emotional needs that require specialized learning programs. The special education staff works closely with parents and classroom teachers to identify, test, and develop programs to meet the individual needs of students. If you have concerns about your child's progress, please speak with your child's classroom teacher.

## Speech and Language Services

Our speech therapist provides services for all qualified students from preschool through fifth grade in the areas of articulation, language, voice, and fluency. If you feel your child may qualify for services, please contact the school.

## Student Recognition and Success Programs

Student recognition programs at Canyon View Elementary provide an opportunity for students to be acknowledged for positive behavior. Special incentives are awarded to students for demonstrating that they care about themselves, their community, and their school. The following programs are designed to recognize deserving individuals:

- Bengal Cubs of the Month: Two students from each class will be chosen by their teacher as the students who demonstrate academic and social leadership. Students will be invited to a breakfast with the principal and recognized at the monthly assembly. Their picture will be taken and put on display in the hallway.
- Classroom Incentives – Each teacher will use classroom incentives for students who follow the classroom expectations. See your child's teacher for more details.
- Brilliant Bengal Cub – Students are recognized at the end-of-the-year Awards Assembly for achieving academic achievement above the classroom expectations. The specific requirements for this award can be found on our school website.
- Bengal Buck\$ - Students will be given Bengal Buck\$ for demonstrating appropriate behavior throughout the common areas of the school. Students can spend their Bengal Buck\$ on Tuesdays at the school store.
- D.A.R.E. Graduation – Fifth grade students who successfully complete the D.A.R.E program during the year will be invited to go through a graduation process and be recognized by the administration, the D.A.R.E. officer, and their parents.
- Enrichment Activities at School – Beverly Taylor Sorenson Art, Playworks P.E., Engineering Lab, Science Fair, Orchestra, Choir, Student Council, Safety Patrol, Drama, and Techniteer's Troupe.

## Technology

Each classroom is equipped with a digital projector, a digital document camera, and audio enhancement. Teachers have the ability to enhance learning opportunities by projecting information, graphics, and videos on screen with an iPad or a laptop. Mobile laptop labs are available for classroom use as well as a designated computer lab for class use. Our goal is for each class in grades 3-5 to have their own mobile laptop lab and for grades K-2 to have their own iPad labs.

## Be Involved

*Schools are a reflection of their community. Parents/Guardians are encouraged to become involved at Canyon View. It is through the efforts of parents/guardians that the educational program at Canyon View is greatly enriched. There are many opportunities for parents/guardians to join this dynamic community.*



## Volunteers

- In order to account for everyone in the building at all times, Canyons District Policy requires all volunteers (and visitors) to check in at the office and to provide all information requested on the sign-in sheet. Office staff will ask what your purpose is at the school before you can walk through the doors. Badges must be worn while in the building. Volunteer hours will be totaled and sent to the district office and Utah PTA.
- In order to eliminate additional distractions for our students, toddlers and infants should not be brought with you when you assist at school, *even if they are well behaved*. If your scheduled babysitter “falls through,” please phone the school so the teacher knows you will be unavailable that day.
- The faculty workroom has dangerous and expensive equipment that is not meant for children. Please do not allow children to be in the workroom, *even if accompanied by an adult*. Volunteers use the workroom to use die cuts and are under the direction of classroom teachers. Volunteers do not use the copy machines as the district provides two full aides to make copies for classroom teachers.
- We believe that titles show respect and are appropriate in a school setting. When in the presence of students, please address other adults by using the titles of Mr. and Ms., even for parents and grandparents.
- *While volunteering at school, you might hear or see things that should not be shared with other parents or discussed in the presence of your (or anyone's) student. When working with students, you have a responsibility to keep things confidential. Please consider the affect that gossiping and disrespecting students, faculty, and staff might have on your child and the overall school community.*
- The faculty lounge is a place of relaxation for the staff. To respect their privacy, it is “off limits” to parents/guardians during teachers’ lunchtime. The PTA cubby and communication box are in main office area.

## Unsupervised Volunteers

Any adult volunteering in a classroom or on field trips who has *unsupervised access* to children, needs to undergo a free background check at the district office. The prospective volunteer will simply need to go online to [www.foundation.canyondistrict.org](http://www.foundation.canyondistrict.org) and click on the volunteer icon on the front page. This has to be done each school year. We appreciate your willingness to help out at school and we appreciate your willingness to have this background check completed for the safety of our students.

Unsupervised access means that you are working with the student outside of the classroom or direct purview/supervision of the certified teacher.

## PTA

Canyon View Elementary has an active parent-teacher association that works cooperatively in the interest of your child and the school. A small membership fee is collected during registration. Your support of the PTA is appreciated. There are a variety of volunteer options that can match your schedule and availability.

## School Community Council

Canyon View Elementary has an active School Community Council, which provides the school with valuable community input and insight. This group consists of parents, teachers, and administrators who meet at least quarterly during the school year. The members of the community elect the council members.



## Nutrition and Health

### Allergies

To protect our students in the elementary schools from possible allergic reactions, CSD Nutritional Services Department does not serve peanuts or tree nuts in any form in school meals. Please be aware that we have no control over what students may bring from home into the school cafeteria. However, our Lunch Managers go to great lengths to monitor the cafeteria during lunchtime in order to prevent cross-contamination and possible reactions. If your child is allergic to peanuts or tree nuts please contact the school lunch manager so the kitchen personnel can become familiar with your child's particular needs.

\*\*Classes may also receive additional information to help support these students.

### Animals in the Building

Due to the prevalence of allergies to animals along with potential safety risks, classroom pets or non-human guests will not be welcome inside the building.

### Birthday and Party Snacks

We have many students with food allergies and restrictions, so we want to encourage families to consider non-food items for birthday celebrations. Some ideas include pencils, stickers, and birthday favors. Fruit and/or veggie snacks are also encouraged. All food items must be store bought or prepared by a professional who has a current Food Handler's Permit. Please let your teacher know beforehand if you are planning to bring in a special treat.

As per district policy, balloons are not allowed on District School Buses. Balloons and flowers can come to the office but not to the classroom, due to distractions and student allergies. The office will call the student down to show them what has been delivered and then help them make arrangements to get them home.

### General Health

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. It is imperative that your child's immunizations are kept up-to-date as required by state law. If immunizations are incomplete, parents will be notified. Please communicate your student's health needs to your teacher and the front office staff. We have a school nurse who is available to meet with you to discuss the needs, provide training to our staff, and create a plan to ensure that your student's needs are met.

### Medications

Prescription and over-the-counter medicines in the original container with specific directions are to be kept in the front office along with a form that needs to be filled out and signed by the parent and physician. **These forms must be resubmitted each year.** The required medication forms are available in the front office. The student is responsible for remembering to take his/her medicine. Please speak with your child's teacher so he/she can support your child in remembering to go to the front office at the appropriate times of medicine dispensing.

## Additional School Policies

*The following policies have been created to help students attain the highest level of academic success and to keep each child at Canyon View as safe as possible. Parents, please help your child by being an example and following all of the rules as outlined below.*



### **Bicycles, Scooters, and Skateboards**

Students must walk their bikes/scooters and carry skateboards when on school property. Students are responsible for securing their ride in the bike rack. We would prefer to keep all scooters out of the building; in rare circumstances they may be carried inside. Lost or stolen bicycles, scooters and/or skateboards are not the responsibility of school personnel.

### **Closed Campus**

Canyon View Elementary School is a “closed campus”. Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined above. Under no circumstances may a student leave school without permission from the office.

### **Dress Code**

(see complete policy JKR-8)

- Clothing should be clean, neat, and in proper repair (no holes).
- No bare shoulders, bare midriff tops, or tank tops.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn in the building.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol, or other inappropriate slogans are not allowed.

### **Emergency Drills**

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures. In the event that a real emergency occurs, you will need to check your student out in an orderly fashion as directed by the office staff in order for us to safely account for our students.

### **Field Trips/Volunteers**

Students will have the opportunity to participate in various field trips that are fun and geared towards reinforcing classroom learning objectives. Any adult volunteering in a classroom or on field trips who has *unsupervised access* to children, needs to undergo a free background check at the district office. The prospective volunteer will simply need fill out the online form at <http://foundation.canyondistrict.org/index.php/home/volunteer>.

We appreciate your willingness to help out at school and we appreciate your willingness to have this background check completed for the safety of our students. You need to participate in this background check **EVERY YEAR**.

### **Gum**

Gum is not allowed on school grounds or in the school building at any time. We take pride in our building and expect the same of our students and visitors.

### **Personal Items at School**

Canyons School District is not responsible for any personal property that is lost, stolen, or vandalized. Though recess equipment is available at school, some may choose to bring a ball from home. Please understand that the ball may be shared with peers. Equipment that poses safety risks should be left at home (*i.e. baseballs, lacrosse equipment, bats, etc.*).

Cell phone use during school hours is prohibited. Toys or distracting items should not be brought to school. Please identify your child's items so that we can return lost items directly to the students rather



than simply adding them to the lost and found. Know that a couple times a year (after parent- teacher conferences), unclaimed items from the lost and found are donated to local charities.

### **Recess**

When students go out to recess, they are encouraged to wear proper footwear to prevent unnecessary injury. There is blacktop space, playground equipment, and plenty of grassy areas for students to play. Students should include others in games and follow the school rules to ensure that they are respectful, responsible, and safe while on recess. When the temperature drops below 22 degrees Fahrenheit or when students will get really wet from being outside, students have their recess indoors. Students are encouraged to dress appropriately to be able to participate in recess on cold or snowy days.

### **Student Illness**

A student who becomes ill during the school day will report to the front office. The student or an office staff member will call the numbers listed on the registration account completed by the parent/guardian at the beginning of the school year. **If this information is inaccurate, please come in as soon as possible to update this information.** In case of an emergency, emergency responders and the student's parents will be notified. **Under no circumstances may a student leave school without permission from the front office.**

### **Supply Lists**

Grade level supply lists can be found on the school's website. Please keep in mind that students in Utah are entitled to a Free and Appropriate Public Education, so these supply lists are all optional items that you are welcome to send with your student(s).

### **Telephones/Cell Phones**

The office telephone is a business phone and should be used by students for emergencies only. **Parents should not call students at school except in emergencies.** After school arrangements should be made by families **prior to the school day beginning** to alleviate an inordinate amount of calls being answered and made by students at the end of the school day. Students are welcome to use their cell phones **before or after school.** Cell phones may not be used or displayed during the school day. Lost or stolen cell phones are not the responsibility of the school personnel.

### **Textbooks**

The school furnishes books to students with the hope that students/parents recognize the books as a major investment and will properly safeguard them. Normal wear is expected as a result of daily use. Fines will be charged for unreasonable damage or loss of textbooks.

### **Teacher Requests/Student Placement**

Please be advised that there is a form available in the front office called "Learning Environment Needs" that provides an opportunity for you to make us aware of any specific learning needs your child has. Please understand that this is not a way to request a specific teacher, but rather a way for us to make an informed and intentional placement for your child to maximize their potential for success.

### **Vacations**

We encourage you to schedule family trips and absences **when school is not in session.** Occasionally, there are times when this is not possible. Students can make application for up to 10 days of excused vacation each year. Parents need to pick up a form from the office and fill it out **PRIOR** to leaving on your trip. You can work with the teacher to get the work they missed when you return from your trip.



## Visitors

ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN, AND RECEIVE A VISITOR'S PASS. Please have your ID ready to show office staff upon entrance. Don't forget to sign out at the office before you leave.

## Transportation

### Busing

Students who live 1.5 miles or further from the school qualify outright for busing. Details regarding qualification and bus stop locations can be found at <http://edulog.canyonsdistrict.org/liveweb/webquery/>. Students who live within 1.5 miles of the school do not qualify for busing to school and are encouraged to use the safe walking route (see link below) detailed on our school's website. Additionally, students who live within 1.5 miles of the school may fill out an application for a "space available" bus permit that will be granted to students who live furthest from the school, as there is space available, after all qualified students have a reserved seat. Those applications are accepted from the first day of school to the 15th day of school.

### Drop-Off / Pick-Up Procedures

We would like to thank our Canyon View parents in advance for their cooperation in helping us achieve the goal of making the parking lot safe for the children and more convenient for each of you. **Please follow these safety guidelines to ensure that you can get in/out quickly and safely.**

- Please have your child ready to exit the vehicle when you arrive at the school. It is hard to keep the flow of traffic running smoothly when we have last minute problems being fixed in the cars at the curb. We do understand that there may be a day when you are running behind, but if you need a few extra minutes with your child, please park in the parking lot and have them use the crosswalk.
- When you need to cross the street/thru-lane, please **cross at the crosswalk** for safety.
- Please pull all the way forward when you drop your child off. We understand how convenient it is to drop off at the crosswalk, but it makes it very difficult for our other parents to drop off their children. If everyone pulls as far forward as they are able, we can get more cars in and out of the drop off lane quickly and safely.
- Please have your child exit out the **right side of the vehicle**. It is not safe for them to exit on the left as they are then exiting into a thru lane. Please never stop in the thru lane, especially to let your child out. This not only impedes the traffic but is VERY dangerous for your child.
- There is no parking in the red zone. If you have to exit your vehicle, please park in the parking lot.
- Students are not allowed to enter the parking lot without a parent.

### Safe Walking Route

Please see procedures and route map at: <http://canyonview.canyonsdistrict.org/index.php/policies-and-conduct/safe-walking-route>



## BENGAL CUBS ARE GREAT BY BEING:

	HALLWAY	RESTROOM	GYM & ASSEMBLIES	CAFETERIA	PLAYGROUND	CLASSROOM	LIBRARY	DROP-OFF & PICK-UP
<b>SAFE</b>	<ul style="list-style-type: none"><li>•Walk</li><li>•Arms folded and at side</li><li>•Look forward</li><li>•Keep quiet</li><li>•Straight line</li></ul>	<ul style="list-style-type: none"><li>•Toilet paper in the toilet</li><li>•Flush the toilet</li><li>•Wash hands with soap</li><li>•Put towels in trash</li></ul>	<ul style="list-style-type: none"><li>•Follow all directions</li></ul>	<ul style="list-style-type: none"><li>•Sanitize hands!</li><li>•Carry tray with two hands</li><li>•Touch and eat your own food</li></ul>	<ul style="list-style-type: none"><li>•Use playground equipment appropriately</li><li>•Stay in boundaries</li><li>•Line up quickly</li><li>•Play safely</li></ul>	<ul style="list-style-type: none"><li>•Tuck in chair</li><li>•Hands, feet, and objects to yourself</li><li>•Quiet transitions</li><li>•Use supplies correctly</li></ul>	<ul style="list-style-type: none"><li>•Walk</li></ul>	<ul style="list-style-type: none"><li>•Use crosswalks</li><li>•Walk your wheels!</li><li>•Stay in safe zones</li></ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"><li>•Keep arms and feet to self</li><li>•Silent Voices</li></ul>	<ul style="list-style-type: none"><li>•Give others privacy</li><li>•Keep it clean</li></ul>	<ul style="list-style-type: none"><li>•Assemblies:<ul style="list-style-type: none"><li>•Enter and exit quietly</li><li>•Polite audience</li><li>•Focus on the presenter</li><li>•P.E.:</li><li>•Participate</li><li>•Be a good sport</li></ul></li></ul>	<ul style="list-style-type: none"><li>•Use inside voices</li><li>•Wait your turn in line</li><li>•Say "please" &amp; "thank you"</li></ul>	<ul style="list-style-type: none"><li>•Use kind words to others</li><li>•Include everyone in activities</li><li>•Follow directions given by aides</li><li>•Play fairly &amp; be a good friend</li></ul>	<ul style="list-style-type: none"><li>•Use kind words</li><li>•Stay in your own space</li><li>•Do your best quality work</li><li>•Take care of school property &amp; supplies</li><li>•Use listening ears</li><li>•Be present (eyes, ears and mind)</li></ul>	<ul style="list-style-type: none"><li>•Use quiet voices</li><li>•Be gentle with books</li><li>•Listen and follow directions the first time</li></ul>	<ul style="list-style-type: none"><li>•Follow the Bus Driver's rules</li><li>•Use polite language</li></ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"><li>•Go directly to your destination</li><li>•Walk on the right side</li><li>•Keep hands to your side</li></ul>	<ul style="list-style-type: none"><li>•Clean up after yourself</li><li>•Quickly return to class</li><li>•Use during scheduled times (recess)</li><li>•Use the "check-in &amp; check-out" board</li></ul>	<ul style="list-style-type: none"><li>•Enter and Exit promptly and quietly</li><li>•Sit on pockets and listen</li></ul>	<ul style="list-style-type: none"><li>•Clean up after yourself</li><li>•Get everything you need before going to your table</li><li>•Sit at assigned tables</li></ul>	<ul style="list-style-type: none"><li>•Return equipment</li><li>•Dress appropriately for the weather</li></ul>	<ul style="list-style-type: none"><li>•Listen and follow directions the first time</li><li>•Be prepared with necessary materials</li><li>•Complete and turn in quality work on time</li><li>•Be on task</li></ul>	<ul style="list-style-type: none"><li>•Quietly choose books with purpose</li><li>•Use slider when choosing books</li></ul>	<ul style="list-style-type: none"><li>•Be on time</li><li>•Go directly to your assigned door</li><li>•Exit and enter through your grade level door</li><li>•Have a plan for pick-up</li></ul>