

SCHOOL HANDBOOK



TRAVERSE MOUNTAIN ELEMENTARY
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<http://traversemountain.alpineschools.org>
Like us on Facebook: Traverse Mountain Elementary
Follow us on instagram: @Traverse_Mountain_Tigers

Mission:

The purpose of our Traverse Mountain Elementary Community is to prepare Respectful, Resilient, Contributing Citizens of Society.

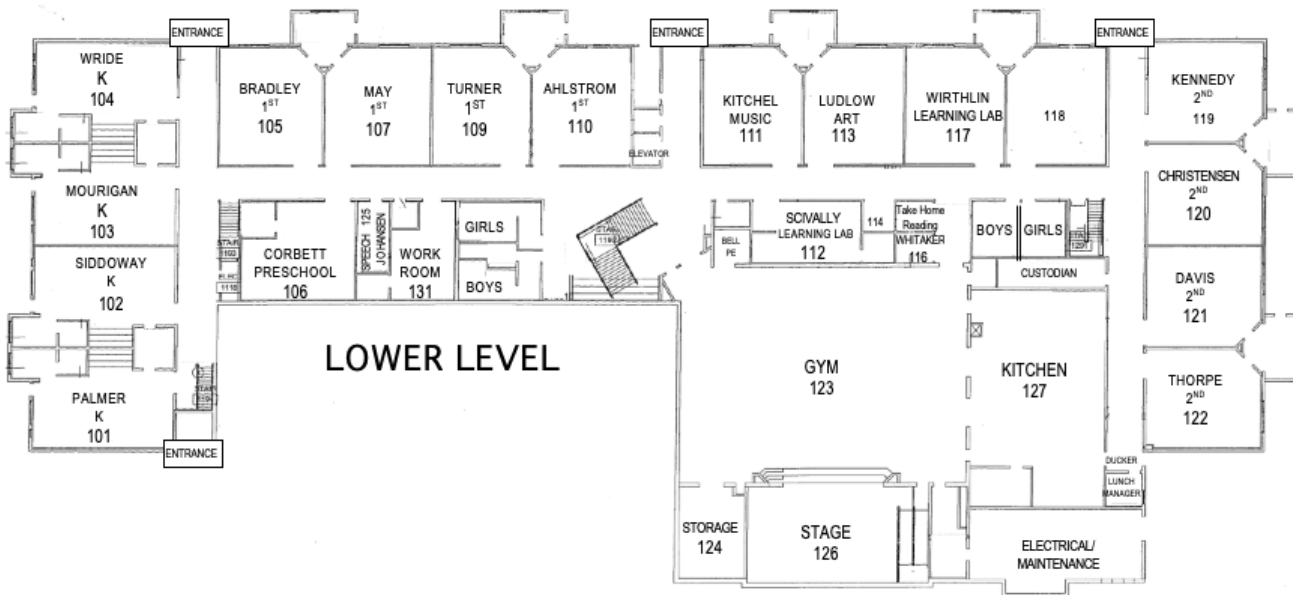
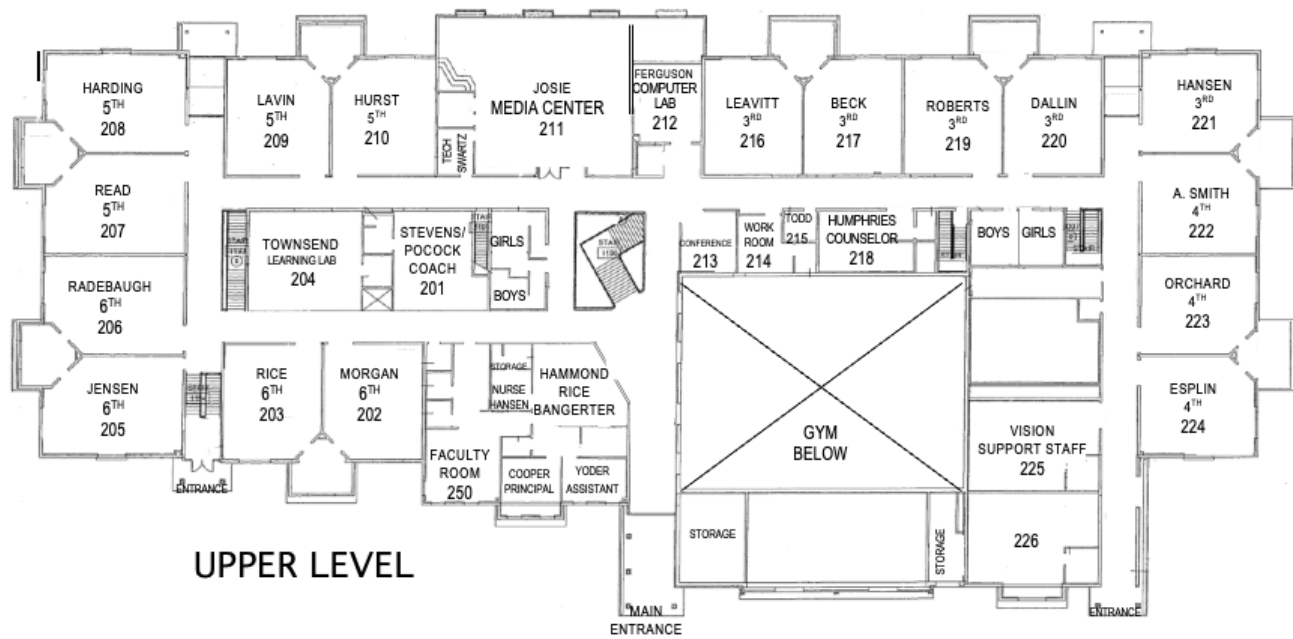
Vision:

United as a team, we inspire each other to Create, Persevere, and Achieve Greatness.

Schedule 2024-2025

Grades Kindergarten-6	Preschool Inclusion Preschool
8:00 AM -2:15 PM	Tuesday - Friday
Teacher pick up @ 7:55	AM 8:15-11:00 Teacher pick up 8:10
Breakfast served 7:30-7:50 AM	PM 11:45-2:30 Teacher pick up 11:40

School Map:



Tiger Facts About Traverse Mountain Elementary

Traverse Mountain Elementary - Tiger Code

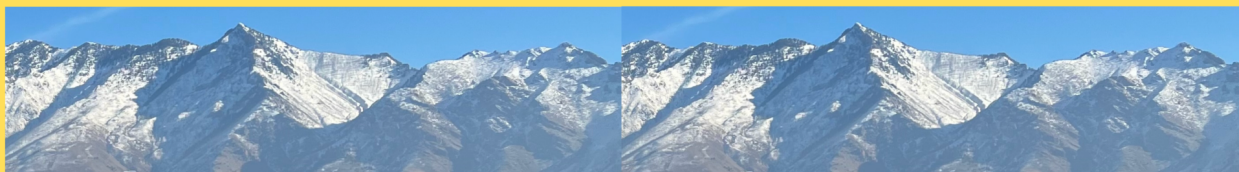
The teachers and staff at Traverse Mountain recognize that our students need essential skills and dispositions to thrive and feel successful. Each month, we focus on one characteristic from our “Tiger Code”: **Respect, Self-Mastery, Resilience, and Compassion**. We highlight the theme through examples and student-created videos that showcase what they’ve learned. In addition, we emphasize the **6 Cs**—skills which align with the Alpine School District Vision for Learning: **Communication, Collaboration, Creative Problem Solving, Critical Thinking, Citizenship, and Character**.

Student Behavior Expectations focus on practicing Respect, Self-Mastery, Resilience, and Compassion.

Behavior Expectations at TME

TME Behavior Expectations Matrix

	Hallway	Bathroom	Playground	Lunchroom	Assemblies	Library	Specialty	Classroom
Respect	-Walk at all times straight to your destination -Keep hands to yourself	-Respect others' privacy -Use a Quiet voice -Keep it clean	-Keep hands and feet to yourself -Return equipment to carts -Walk silently past classrooms -Use outside trash cans for garbage	-Clean up your area -Use inside voice -Follow adult directions -Stay in A-Z order	-Sit quietly -Face forward -Listen to presenters	-Use quiet voice -Treat books with respect -Follow directions	-Use class supplies appropriately -Respect the personal space of others -Practice self control	-Follow directions the first time -Keep hands and feet to yourself -Raise your hand -Speak kindly
Self-Mastery	-Look forward -Hold recess equipment when walking in halls -Walk single file in a straight line	-Be quick and return to class -Keep hands and feet to yourself	-Line up quickly when bell rings -Keep food in the lunchroom -Be alert and aware of activities around you	-Stay in your seat -Keep food in the lunchroom	-Keeps hands and feet to self -No shout outs	-Walk at all times -Use time wisely -Push in chairs	-Follow adults' directions -Focus on your work or task	-Control voice level -Use materials appropriately -Leave others' things alone -Do your best
Resilience	-Follow expectations even when no adult is present	-Wait your turn patiently	-Show good sportsmanship -Use Stop, Walk, and Talk -Play safely	-Wait your turn patiently -Raise your hand for help or to leave	-Transition quickly and quietly -Stay attentive	-Be positive, even if you don't get the book you want	-Be calm, even when you don't get what you want -Keep trying	-Handle disappointment in a positive way -Work hard
Compassion	-Walk silently so you don't distract classrooms -Be aware of your surroundings	-Keep it clean -Flush, wash, return	-Invite others to join -Take turns -Listen and follow adult directions	-Say please and thank you	-Be happy for others -Participate with kind comments	-Participate in lessons -Read and wait your turn quietly	-Raise your hand to talk -Line up quickly and quietly -Clean up after yourself	-Listen to classmates and adults -Give compliments -Help others



Stop - Walk - Talk (Anti-bullying program)

As part of our anti-bullying program, we teach students to communicate assertively when they encounter upsetting behavior. They are encouraged to clearly tell the other person to stop, then walk away from the situation. If the behavior continues, students are taught to seek help from a trusted adult. This approach empowers students to stand up for themselves in a respectful way while also ensuring they know when and how to involve an adult for support.

We begin each school year teaching the students how to navigate conflicts with each other and wipe out bullying. This helps us set the stage for identifying bullying and gives the students skills to communicate clearly when they do not like a behavior.

Often conflicts between children are misunderstandings about what is playful and fun to one child, but is annoying and upsetting to another. Communicating clearly is the most important part of resolving hurt feelings. Bullying is a targeted repeated behavior which is purposely done to upset another child. With bullying, there is always an imbalance of power.

When a student is feeling annoyed, they should direct the person bothering them to Stop the behavior, Walk away, and (Talk) seek help from an adult if the behavior is repeated. This makes a discussion in the office with the student who was causing the annoyance clear and direct. They are asked, "Did you stop when you were asked to stop?" The protocol we teach has three simple steps: Stop, Walk, and Talk. In most instances, when a student is told to stop a behavior - they stop.

Arriving at School:

Students may eat breakfast at the school beginning at 7:30. Students can enter the building and gym anytime between 7:30-7:50 to pick up breakfast. Supervision of students is provided at the front of the building and on the back blacktop from 7:45-8:00. Students arriving on the playground or school grounds before 7:45 are not supervised by an adult. When the first bell rings (7:55), students line up at a designated location and teachers pick-up their classes.

Attendance:

Please help your child by ensuring they arrive on time and attend school consistently. Those of us who work with students every day clearly see the strong connection between regular attendance and both academic and social progress. When students miss school frequently—especially in the early grades—they miss essential instruction, particularly in reading and math, where each concept builds upon the last.

A child who misses foundational lessons may struggle to feel confident or achieve mastery in key subjects. Our teachers work hard to identify gaps in learning and design targeted lessons to help students catch up. We also provide intervention support to reteach concepts students may have missed. However, learning can't happen if students aren't present.

Let's work together to make consistent attendance a priority. Your partnership makes a meaningful difference in your child's success.

Alpine Foundation:

School patrons may make a tax-deductible contribution to our school through the district's Alpine Foundation. The donation can be designated to the school or to a specific classroom.

Bicycles & Scooters:

Many of our students enjoy riding bikes and scooters to and from school. Upon approaching school grounds, students must **walk** their bikes, remove their rollerblades, and **walk** their scooters. Bikes, skateboards, and scooters should be taken directly to the bike racks. They are not allowed inside the building. For the safety of all the children, bikes, skateboards, and scooters may not be ridden during school hours (i.e. during recess). Please help children to remember to always walk bikes, skateboards, and scooters when crossing at crosswalks. Please label all scooters & bikes with your child's name. A lock is a great idea. The school cannot be responsible for lost or stolen bikes and scooters.

Cell Phones and Smart Watches:

Technology Policy at Traverse Mountain

Students may use cell phones and smart watches to call before 8:00 and after 2:15.

November 1, 2022, the Traverse Mountain Leadership Team reviewed our past smartphone/watch policy, [the ASD Policy No. 5250](#), the concerns of our parents, and the policies of other elementary schools in the Skyridge/Lone Peak area.

We worked together to find a balance between protecting focused student instruction time and the anxiety and concern some parents and students are feeling. We concluded that:

- When smart watches remain in airplane mode and are not being used during school hours, students may wear them. If watches are used to call, text, or access

the internet during school hours, students will be asked to place them in their backpack or in the clear pocket holders in the classroom.

- The school is not responsible for lost or stolen smart watches or phones.
 - There are a few individual exceptions. If you feel that your child has an extenuating circumstance, which requires them to use their Smartwatch during school hours, please arrange to meet with Mrs. Cooper.
 - Students need to ask permission to call home during class time.
 - Smart phones must remain in backpacks or in the clear pocket holders during school hours. Enforcing this policy is an important component of supporting our teachers.
 - This policy is closely aligned with our neighborhood elementary schools.

We are so grateful for the overwhelming support of our parents. Our teachers are facing significant challenges as we commit to excellent instruction and high expectations, following the unique circumstances of the pandemic. Both academics and learning habits suffered during this period and we are all working hard to regain our momentum towards success.

Classroom Visits:

Thank you for checking in at the office when you come into the school. This is an important part of keeping everyone safe and is Alpine School District policy. Please make arrangements with the teacher in advance if you need to visit a classroom.

Closed Campus:

We maintain a closed campus. Students should not leave the school grounds during school hours without following proper check-out procedures. This helps us to keep the students safe and ensures they are where their parents expect them to be.

Student Check-Out Procedure:

There are times when a student needs to be checked out of school prior to the end of the school day. This must be done in person, in the office by a parent, or an authorized emergency contact. All emergency contacts will be added by the parent on Skyward. The office will check Skyward, along with the ID of the person checking out. Students will not be allowed to leave the building without properly being checked out. Students will be called to the office once a parent has signed them out in the office. The office will not call students out of class until the parent is in the office.

Dress Standards:

We appreciate your help in making sure that your child is dressed appropriately for school. Some important guidelines are included:

- **Hair** - Please choose hair colors and styles that are not overly distracting. We love the individuality of our students' choices when they don't become a distraction to learning.
- **Clothing** - Should be neat, clean, and not distracting in appearance. Clothing with slogans or insignia which are contrary to the educational purposes of the district are not allowed.
- **Footwear** - Shoes and socks keep students' feet safe on the playground. Sandals are permissible, but flip flops are not because they do not provide effective protection during PE and recess. When snow boots are worn, we encourage parents to send shoes to be worn in the building. Wheels in shoes must not be used at school.
- **Dress for the Weather** - Please ensure that your children arrive at school dressed for the weather, so they can play comfortably outside. All children are expected to go outside at lunch recess unless the weather conditions are extreme. When temperatures are below 20 degrees, students spend the recess portion of lunch in their classrooms.

Evacuation:

In the event of an evacuation, students will be grouped on the grass field or alternative site in inclement weather. Parents will be notified through email and an automated phone call if children need to be picked up.

Fees:

Students in kindergarten through sixth grade are not charged fees. However, donations will be accepted towards supplies, assemblies, field trips, or other activities. No child will be penalized for not making a donation. School supplies will be used during the regular school day. They may be brought from home on a voluntary basis; otherwise, the school will furnish them.

Field Trips:

Our students love field-trips and we plan some awesome experiences for them. Your

child's teacher will send home information in advance of each field trip. Parent volunteers are often asked to help supervise during trips. We need to have our parent volunteers pass a background check through the district before they can participate. We appreciate and love your help. Please, do not bring preschool age children on field trips.

Food in the Classroom:

We are grateful for all the support our PTA and room parents offer our teachers. There are so many generous parents who bring games and food into the school for holidays and grade level events. You help create wonderful childhood memories at Traverse Mountain. Please help us stay in compliance with the food guidelines we have been given. The health department mandates that all food brought into classrooms must be purchased at a store and contain a food label. Homemade items should not be distributed at school. Thank you.

Inside Recess:

Students will generally go outside on winter days unless the weather is extreme. Lunch is 30 minutes. Generally, 15 minutes is spent eating in the lunchroom, with the remaining 15 minutes spent playing on the playground. Students will be kept inside when the temperature is 20 degrees or below. Wind chill factor is taken into account. The state's air quality guidelines will be followed and students will be kept inside if warranted because of unhealthy air. If your child needs to stay in because of health sensitivity, please send a note to the teacher.

Lunch:

Students may eat school lunch or bring lunch from home. Home lunches are kept in a classroom bin and carried to the lunchroom. The school lunch menu is available on our school website. Parents are asked to keep their student's account with a positive balance. If parents would like to eat lunch with their child, please check them out for a lunch date. Our lunchroom is a busy place accommodating 800+ students with scheduled times and quick clean-up and turn around. Visit the link below to find instructions on how to set up a lunch account for your student.

 [LINQ Connect FAQs \(English\).pdf](#)

Medication:

School personnel cannot give children prescription, or over the counter medication without a written "medication administration release form" completed by the physician. The form is available in the office. Tylenol or Ibuprofen may be given in the office with permission from a parent.

Pets:

Pets should not be brought to school. Alpine School District policy prohibits pets.

Report Cards:

Student progress reports will be available through *Skyward*. If you have questions or concerns about your child, please don't wait until Parent Conferences. Your child's teacher will be happy to meet with you about your child's progress.

Skyward:

Skyward is our student information system. Skyward allows parents and teachers to have access to grades, attendance, school communication, emergency contact information, and allergy or medical alerts. It is the parent's responsibility to keep family information up-to-date and accurate. There is a link to Skyward on our school website.

School Wide Communication:

An email/newsletter will be sent out to parents each Monday. Please check it each week to stay aware of important dates, times, and upcoming events at Traverse Mountain Elementary. The Traverse Times newsletter includes links to forms, fliers, pictures, and important information your child will need you to be aware of. If you are not receiving the emails, please check to see if you have blocked them, or check if they are in your junk mail. Let us know if you believe that your email has not been added to our mailing list.

School Community Council:

The SCC (School Community Council) is our advisory board for the school. This group of teachers and parents make decisions about our school needs, goals, and how our funds from the Utah Trustlands are spent in the building. We rely on the parents to keep us connected to the wishes and worries of our families. Please consider serving on this committee. Meetings are an hour long and are held 6 times a year.

Parking and Student Drop off/Pick up:

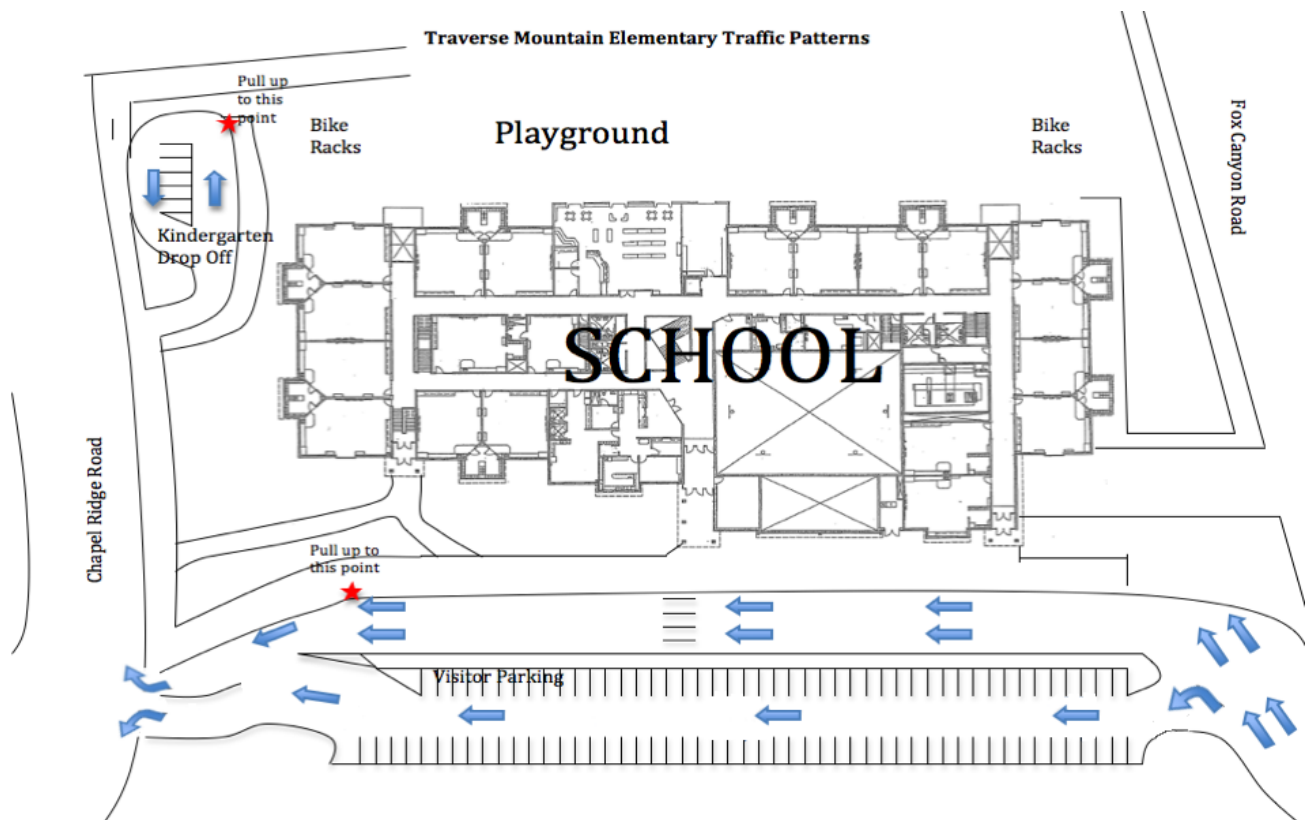
Traverse Mountain Elementary was designed as a walking school. Our beautiful school sits in the heart of the community. Our traffic problems disappear when families walk to school. Please consider encouraging your students to walk to school.

When driving, drop off and pick up only along the curb and continue to pull forward as space allows. If you need to enter the school, please park in a designated parking stall. Also, please follow our procedure of "Drop & Go" when dropping off your child.

KINDERGARTEN/PRESCHOOL DROP OFF/PICK UP –

If you have a kindergartener **and older students**, please use the drop-off at the front of the school. You older students can walk their kindergarten brother or sister to their classroom. With four full day kindergarten classes arriving at the same time, our tiny kinder/preschool drop-off will not accommodate everyone. It will take some of the pressure off if parents allow kindergarten students to arrive with older siblings.

We ask that only parents of kindergarten and preschool students use the kindergarten/preschool zone at the southwest corner of the school. **Do NOT make a left turn into the kindergarten drop off.**



Playground Procedures:

The following is a general list of procedures for recesses. Aides and/or teachers are outside with the students during recess. Students are encouraged to ask adults for help if needed. Administrators often attend recess with the students.

- Be kind and include other students.

- Choose games and activities which are safe and appropriate for school.
- Shoes must be worn at all times in all areas to protect feet.
- Students should avoid activities that could lead to injury (No contact sports such as tackle football or gymnastics.)
- No climbing up or jumping off trees, fences, slides or other equipment.
- Take turns on play equipment.
- If a ball goes over the fence, students must contact a playground supervisor and not leave the playground area.
- All students are expected to stay outside during the recess period.
- During the winter, please dress appropriately for the weather. Remember, no throwing snow.

PTA:

We have an outstanding PTA at Traverse Mountain Elementary and their support and input helps in numerous ways. Please consider joining the PTA and coming to any of the monthly meetings. Meetings will be announced in the weekly newsletters.

Requesting Teachers/Classes:

While we don't take requests for specific teachers, we do read and consider all of the input that comes from parents. We send out a survey or a link in the Spring where parents can share valuable insights about their students' learning needs, friendships, and concerns. Everything is read and considered.

Building class lists is a careful lengthy process. We want our community to understand how hard we work to give our students a balanced class where they can thrive and progress.

The process for creating class lists is very thorough and involves all of the teacher teams at Traverse Mountain. First, the grade level teachers, who have just spent the past year teaching and observing the students in a classroom environment, create new class lists. They balance each class from many perspectives: academic needs in math and reading, social/emotional needs, behavior support needed, types of interventions and accommodations needed, and who the students would do well with as classmates. When they are finished, the special education and specialty teams look through the lists and add their insights. Then, the previous grade level team and the upcoming team meet together with the coaches and administrators. We consider every aspect of each class.

When classes are balanced, the students in each grade can all have a great year of learning and friendships. Teachers can prepare lessons and write assessments together, which increases the capacity of the whole team. Balanced classrooms give each teacher more opportunities to reach individuals and give extra support. All of the children in each grade level share common lunch times and recesses. During intervention lessons, the teachers rotate groups, giving the students time with each teacher. Children make new friendships and learn important social lessons when they have opportunities to mix with new friends.

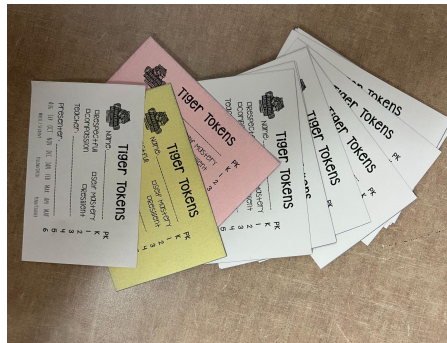
From my position, I see the whole group of students under our care. They are all students in my class of 800. I care about each individual and I see the trends schoolwide. When specific teacher requests have been honored, it has been a negative for students. The classes most impacted from this have suffered and the students and teachers have struggled in ways not present in balanced classes. Most of the difficulties between students are present in classes where the teachers felt students would thrive more apart, but parent requests put them in the same class. This is an ongoing discussion with our school leadership team. The teachers want to trust that their classes will be balanced. They want the many hours they spend collaboratively working on class lists to be honored. Most of all, we want what is best for the children. Mrs. Cooper will meet with individual parents where there is a unique need or circumstance and consider all of the pieces in the best interests of the children.

Tiger Light:

When the weather is extreme, the students are kept inside. We have a tiger light above the main front doors, as well as on the North and South sides of our building. When the tiger light is illuminated, students arriving at school will wait in the gym for the bell to ring. Afternoon Kindergarten students wait on the steps under the main staircase in the center of the building. A red flag is hung inside the building to alert students of an inside day during school hours.

Tiger Tokens:

Research shows that focusing on good behavior is the most effective way to improve behavior, plus we love to recognize the great behavior we see everyday! Tiger Tokens can be earned at any time, just for doing a good job. All of the adults in the building have a stash of Tiger Tokens to share with students they observe showing respect and helping others to feel welcome at our great school. There are so many ways to earn Tiger Tokens. Our students love to help others, keep things clean, and stand out as outstanding students. We are proud of our Traverse Mountain Tigers!



Website

Our school website is updated regularly. Please check it often for information, dates, and activities at the school. <http://traversemountain.alpineschools.org>

