

# Shelley Elementary School

602 North 200 West  
American Fork, Utah 84003

## Student/Family Handbook

2023-2024



**Principal: Matthew Goebel**

Assistant Principal: Dan Griffey

Phone: (801) 610-8718

District Website: <http://alpineschools.org>

School Website: <http://shelley.alpineschools.org>

**Back to School Night - August 14**

4:30 to 6:30 p.m. (Meet teachers, turn in forms, join the PTA,  
and pay lunch money)

**First Day of School - Wednesday, August 16**

(Kindergarten students have individual scheduled assessments and  
begin classes on Tuesday, August 25.)

# Important 2023-2024 Calendar Dates

- Back-to-School Open House ~ August 14 (4:30-6:30 p.m.)
- First Day of School ~ August 16
- KEEP (Kindergarten Entry & Exit Profile) ~ August 3-25
- Kindergarten Begins ~ August 23
- Labor Day ~ September 4
- Fall Pictures ~ 9/22
- Parent-Teacher Conferences ~ October 4 & 5
- Teacher Work Day - October 6
- Fall Break ~ October 19-20
- Teacher Professional Development Day ~ October 23
- Halloween Parade ~ October 31
- Picture Retakes ~ November 3
- Thanksgiving Break ~ November 22-24
- Minimal Day ~ December 21
- Holiday Break ~ December 22 to January 5
- Martin Luther King Jr. Day ~ January 15
- Parent-Teacher Conferences ~ February 7 & 8
- Teacher Work Day ~ February 9
- Presidents' Day ~ February 19
- Spring Pictures ~ March 8
- Teacher Professional Development Day ~ March 11
- Teacher Work Day ~ March 12
- 5th Grade Maturation (Boys & Girls) ~ March 22 (1:00-2:00 p.m.)
- Spring Break ~ April 1-5
- RISE Testing Window ~ March 16 to May 14
- KEEP (Kindergarten Entry & Exit Profile) ~ May 10-14
- Field Day ~ TBD
- Dance Festival ~ TBD
- Last Day of School / Minimal Day ~ May 24



## MODIFIED EXTENDED DAY

Students in **grades 1 through 6** are on a modified extended day schedule, allowing for small group literacy instruction with their core teacher at either the beginning or end of their school day. **Track 1** students begin school at 8:00 a.m. and have their small group literacy lessons in the morning. They are then joined by the other half of their classmates--**Track 2** students--at 9:15 a.m. to go through the remainder of their core class learning activities--additional reading and writing, math, science, social studies, etc. They will also attend a specialty class (art, music, PE, or computers) during a regularly scheduled block of approximately 35 minutes Tuesday through Friday. Track 1 students are excused to go home at 2:15 p.m. (Mondays at 1:15 p.m.). Track 2 students still remain to have their small group literacy time, and are then dismissed at 3:30 p.m. (Mondays at 2:30 p.m.).

## SCHOOL HOURS

### FOR GRADES 1-6

Track 1 Students - 8:00 a.m. to 2:15 p.m.  
(Monday early out is at 1:15 p.m.)

Track 2 Students - 9:15 a.m. to 3:30 p.m.  
(Monday early out is at 2:30 p.m.)

### FOR KINDERGARTEN

AM Kindergarten: 9:15-12:00  
PM Kindergarten: 12:35-3:30 (except on Mondays pick-up is at 2:30)

## KINDERGARTEN REGISTRATION

### *For the 2020-2021 School Year*

Registration for students who will begin Kindergarten in the fall of 2020 is scheduled to begin **Monday, March 23, 2020**. If you have a preschool-age child who will be five years old on or before September 1, 2021, be sure you have an original of your child's birth certificate and be sure that his/her immunization records are up to date. **You will need to submit 1) Current immunization records 2) Student's birth certificate 3) Proof of address (utility bill, lease agreement, or mortgage documents).** Be sure to let friends and neighbors with preschool children from within our school boundaries know about this important date. It is very important that we are as accurate as possible in setting our kindergarten numbers for the upcoming school year.

## IMMUNIZATIONS

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

## STUDENT INSURANCE

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

## SCHOOL COMMUNICATION

### **EXPLORER BULLETIN**

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

### **SKYWARD**

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

## FAMILY REPRESENTATIVES

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

## REPORT CARDS

Shelley Elementary is on a trimester schedule. Report cards can be accessed and printed during the week after the conclusion of the trimester on Skyward. In an effort to go paperless and increase funding for other needs, we will not be printing report cards and sending them home with students .

## PARENT/TEACHER CONFERENCES

Twice during the school year, teachers, parents and students will meet together to look at the child’s progress and to set further learning goals. Fall conferences this year are scheduled for October 7 and 8, 2020. Winter conferences will be held February 3 and 4, 2021.

Parents are invited to meet with their child’s teacher by scheduled appointment. Specialty teachers will be available on conference days from 4:00 until 6:30 for unscheduled “drop-in” conferences. **Appointments may be scheduled through Skyward** several weeks prior to each of the conference dates. Information on steps to schedule visits will be given to parents in our school newsletter and posted on our school website as each conference time approaches. A computer is available in our library for those who do not have Internet access for online scheduling.

## FLIER RACK AND BULLETIN BOARD

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

## SCHOOL LUNCH

The lunchroom computer clerk is the only one who can accept money for school lunches. She is available before school and can receive money until 10:45 a.m. each day. Prices for lunches are as follows: 20 lunches for \$35.00 (\$1.75 per lunch), reduced price lunches for \$8.00 (\$.40 per day). Checks should be made out to **Alpine School Nutrition Services**. Please put the child’s full name on the check. Students may also pay for lunch on a daily basis at \$1.75 per day. Adult lunch is \$3.85 per day.

The lunchroom needs to receive lunch money **before school**. Receiving the lunch money at this time allows the lines to move much more smoothly during the lunch service. When students pay lunch money, the money is put into their account. Please remember that it is the parent's responsibility to provide lunch money for each child. Neither the teacher nor the lunchroom has resources to provide for those needing lunch money. Students are allowed to charge up to \$25.00.

Should you wish to apply for free or reduced price lunches, please complete and return the form available to you from Alpine School District. These forms are available online. **Please note that the school does not approve the forms. This must be done at the district office.** If you desire to have this approval before school starts next year, you may personally take the completed form to the Alpine School District Food Services office located at 759 E. Pacific Drive in American Fork. You may also [apply online](#) through the district's website.

Occasionally, fifth and sixth grade students may be asked to help in the lunchroom on a rotating basis. This is not a requirement, but it is a good opportunity for the students to contribute to their school community. We appreciate their assistance. **They will receive their lunch free on the days they work.** Unused money in accounts at the end of the year will be carried over to the next year. Transferring students may receive a refund upon request.

Breakfast is served in the lunchroom daily from 7:30 a.m. to 7:55 a.m. for Track 1 students, and from 8:45 a.m. to 9:10 a.m. for Track 2 students. The cost of student breakfast is \$1.00 regular and \$.30 reduced. Adult breakfast is \$1.65. Breakfast generally consists of a variety of cereals, a hot dish, milk, and fruit.

## LUNCHROOM

As students go through the lunch line, they have the responsibility to choose what they want to eat. To facilitate efficient use of space, students are to sit in their assigned grade level area. Good manners and low conversation level voices are to be used in the lunchroom at all times. Students may be excused to play when they are finished eating. No food should be taken out of the lunchroom. Remember to please allow some extra time on the mornings your children bring lunch money so it can be taken to the lunchroom *before* class. Breakfast is also available for \$1.00, \$.30 for reduced, and \$1.65 for visitors.

## TREATS AT SCHOOL

The holidays are a time when classroom celebrations take place, which often include food. Parents also often send a birthday treat to share on their child's birthday. Please note the following guidelines regarding treats sent to school: **“Any foods served to students must be commercially prepared by a facility approved by the health department. No foods should be served that were prepared in a private home or non-commercial kitchen. This includes baked goods such as cookies, cupcakes, pies, breads, etc.”**

## GENERAL SCHOOL RULES

1. When arriving at school in the morning, students (except for kindergartners) should gather on the playground at the back of the school. They will then go to their assigned gathering places and be invited to enter when their first bell rings (Track 1—7:55 a.m.; Track 2—9:10 a.m.). They should be seated in class to start their day at their second bell (8:00 a.m. or 9:15 a.m.). Kindergarten students will line up outside the front doors and be greeted there by their teachers. Outside supervision for AM kindergartners begins at 9:00 a.m. Supervision for PM kindergartners begins at 12:25.

2. Students are to ***stay at school*** unless an authorized adult personally comes to check them out at the office.
3. Students are accountable to all teachers and supervisors.
4. Students should be courteous and respectful to others at all times.
5. During recess, students should play ***only*** in the designated, supervised areas on the playground, namely, the large grass area at the south end of the school grounds, the play equipment, and marked asphalt areas.
6. Fighting, vulgar language, bullying, harassing, and stealing are not acceptable.
7. Students are to leave the classroom only with the teacher's permission.
8. The halls in our school are places to ***walk, use quiet voices, and be considerate of others.***
9. Students are to go outside after lunch except in case of extreme weather when everyone will stay inside. If it is necessary that your child remain inside during lunch (i.e. recovering from illness), please send a note with your child addressed to the teacher. The child will then be allowed to sit quietly and read in the hallway or in the office where it is warm and quiet.
10. Snow is to stay on the ground. Throwing snowballs can be dangerous and is not permitted.
11. Students should leave the buildings immediately after the close of school. Children dismissed at 2:15 p.m. or 3:30 p.m. are not to stay and play on the playground. Since no supervision is available, children should not stay after school and use athletic equipment, play basketball, etc. The school playground is available for public use after 4:00 p.m.
12. Parents, for your children's safety, please arrange to drop them off and pick them up in the drive-through on the west side of the school or in the extended pull-through entering from 500 North on the south side of the school. If you park in other areas of the school neighborhood, please have your child still cross in a designated crosswalk.

## PLAYGROUND SAFETY

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

### PLAYGROUND RULES

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



10. No animals, other than service animals or those animals that a teacher has previously agreed that a student can bring to their class for show and tell, are allowed at Shelley.
11. These rules are not comprehensive and the administration reserves the right to add or take away rules for the safety of our students.

## APPROPRIATE DRESS

Please help your child to observe the following dress standards.

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

## FAMILY/SCHOOL TEAMWORK

### THE STUDENT

As the student, I accept the responsibility:

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

5. to respect myself and the rights and property of others at all times.

## **THE PARENTS**

As the parent, I accept the responsibility:

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

## **The Faculty & Staff**

The Shelley faculty and staff accepts the responsibility:

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

## **GOING TO AND FROM SCHOOL**

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

## **SAFE SCHOOL POLICIES**

It is the policy of Alpine School District to maintain school environments which are conducive to learning. It is the District's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, or gang activity on school property. ([Policy No. 5182](#))

**Prohibition of Bullying**--Alpine School District prohibits bullying, cyberbullying, harassment, hazing, and retaliation of students or employees by other students or employees at school/work or at school/work related functions (Ref: [Utah Code Rule R277-613](#) and [Policy No. 5181](#)) All victims of such incidences and all persons with knowledge of such incidences should report them immediately. Actions to be taken are outlined in [Policy No. 5180 DISCIPLINE](#) and its associated Procedures and Rules & Regulations.

**Prohibition Against Discrimination**--Federal statutes both mandate and provide authority to the District to prohibit discrimination on the basis of disability, gender, race, color, national origin, sex, religion, and age, or any other classification protected by law in its programs, activities or employment practices. District officials designated to administer and enforce nondiscrimination policies can be reached at (801) 610-8400. These individuals can also provide information and answer questions regarding the legal protections against discrimination.  
([Policy No. 7100](#))

**Prohibition Against Controlled Substances**--Students are prohibited from using, possessing, being under the influence of, selling, or distributing prohibited substances as defined in Alpine School District [Policy 5340](#) and will be disciplined for any violation of it. These substances include--but are not limited to--alcohol, tobacco, e-cigarettes, narcotics, etc. Disciplinary action will be consistent with Alpine School District [Policy 5180](#).

## DISCIPLINE POLICY

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

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

Teachers set the discipline tone in their classrooms. Each class is organized so that children are working toward their goals, and so that each child knows what he or she should be doing. We strive to provide an atmosphere in which children know that their teacher respects and values them. Teachers will teach classroom expectations, recognize and reward appropriate behavior, conference with those students who demonstrate difficulty following rules, and keep a behavior record of repeated problems and action taken. When a teacher needs parental assistance to help a child make good choices, the parent will be contacted.

## VISIT TO PRINCIPAL

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

## PARENT CALLED TO SCHOOL

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

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

If you have questions about our Discipline Policy feel free to contact Mr. Goebel at [mgoebel@alpinedistrict.org](mailto:mgoebel@alpinedistrict.org)

## POLICIES AND PROCEDURES

### ATTENDANCE

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

### ARRIVING ON TIME

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

### CHECKING OUT STUDENTS

Parents must come into the school office to pick up their children if they need them during school hours. Students will be released to their parents or guardians after parents have signed the checkout log.

Parents should not call and ask that their children meet them outside or just be allowed to walk home. We do this for the safety of your children and feel this outweighs any inconvenience this may cause.

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

### WITHDRAWING OR TRANSFERRING

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

### ACCIDENTS AND ILLNESS

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

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

### TELEPHONE CALLS, CELL PHONES, CELL WATCHES

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

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

Students may have cell phones and cell watches for emergency, medical, or for before/after school family communication purposes only. Cell phones should be **turned off**, not just silenced, during school hours and should not be used to send or receive messages during class time or on the playground. *If a student needs to send or receive a cell phone message during school hours, they must first receive permission from the teacher.* Cell watches should follow the same policy in spirit. Students are allowed to use them as a watch, but not a cell phone during school hours. Inappropriate use of a cell phone will result in the cell phone being taken away, and a parent will be required to come pick it up.

### CLASSROOM VISITS

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

### LOST AND FOUND

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

### **HOMEWORK**

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

### **HELP YOUR CHILD WITH HOMEWORK**

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

### **HALLOWEEN**

Students will have a Halloween parade in the morning and their class Halloween parties from 1:15-2:15 p.m. Kindergarten classes will have their Halloween party the last hour of their school day. To protect the learning class time and provide for the safety of children during Halloween festivities, it is important to follow the following guidelines. 1) All students (grades K-6) are invited to wear costumes. This is optional, not mandatory. They must come to school dressed in their costumes and be prepared to wear them all day. 2) No masks will be allowed. 3) Students may wear only costumes that will not interfere with the educational process, since regular school lessons will continue for most of the day. 4) Students are not to wear costumes depicting or glorifying death or violence, or advertising drugs, alcohol, smoking, or containing obscenities. 5) No weapons (toy or cardboard guns, swords, etc.) are acceptable.

### **VALENTINE'S DAY**

Kindergarten through sixth grade students may bring valentines to exchange with each member of their class. First through Sixth Grade students will have a class party from 1:15-2:15 p.m. Kindergarten will have a class party the last hour of their school day. Bringing valentines is optional, but if students choose to do so, they should bring one for *each* classmate so no one is left out. As an additional service, the school will be selling Val-o-grams during the two weeks prior to Valentine's Day.

### **BICYCLES, SCOOTERS, SKATEBOARDS...**

Bike racks are provided at the front of the school. All bikes and scooters should be locked in the bike racks and left there until time for students to return home. Please discuss bike safety with your child before allowing him or her to ride to and from school. **Wheeled items such as skateboards, rollerblades, or wheeled shoes are not allowed inside the school or on the playground.**

### **PETS AT SCHOOL**

Please do not allow your children to bring pets with them to school unless prior approval is received from the teacher. An adult must be willing to bring the animal and take it away immediately after having

been shown. Also, please explain to children the importance of leaving stray animals where they find them on the way to school. Frequently children will pick up an animal because it is so cute or because it followed them, and then the animal cannot find its way home. If you have pets, please keep them in the house during periods when children walk to and from school. American Fork City's animal control officer will pick up stray animals with no identification.

### TOYS AT SCHOOL

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

### MAJOR EMERGENCY/DISASTER PLAN

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

1) Do not telephone the school. Telephone lines may be needed for emergency communication.

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

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

### STUDENT INCENTIVES

Each Thursday a student from each class will be recognized for exemplifying one of the 6 Traits (communication, critical thinking, creativity, collaboration, citizenship, character). These students will receive a certificate, a small prize, and the chance to be recognized in front of their peers at "Lunch with a Principal."

# Staff Directory

Shelley Elementary  
 602 N 200 W  
 American Fork, Utah 84003  
 Phone: (801) 610-8718 Fax: (801) 763-7020

Kindergarten		1st Grade	
NAME	EXT	NAME	EXT
Ariel Thibaudeau	242-117	Cindy Bigler	242-113
Holly Penrod	242-115	Lauren Ballard	242-112
Kathy Rockhill	242-116	Amy Reid	242-106
		Summer Santiago	242-109
		Janelle Widtfeldt	242-114
2nd Grade		3rd Grade	
NAME	EXT	NAME	EXT
Angi Cummings	242-110	Jessie Alger	242-102
Rachel Newbold	242-105	Natalie Barton	242-138
Kris Rhodes	242-104	Kathleen Robertson	242-136
Teressa Trulock	242-103	Teri Larsen	242-131
4th Grade		5th Grade	
NAME	EXT	NAME	EXT
Sonnet Udy	242-130	Kristie Reinstein	242-127
Kim VanAusdal	242-137	Kristin Kukahiko	242-129
Linda Warnick	242-135	Kara Maxwell	242-134
Kaylie Walker	242-132	Mary McMurtrey	242-120

6th Grade		SPED	
NAME	EXT	NAME	EXT
Jaramey Barney	242-121	Shauna Ruegner (K-5)	242-118
Kim Elison	242-131	Clint Sanderson (6)	242-142
Lauri Massey	242-119	Laura Stoddard (Speech)	242-107



Michael Moffitt	242-123		
<b>Specialty</b>		<b>Office</b>	
<b>NAME</b>	<b>EXT</b>	<b>NAME</b>	<b>EXT</b>
Cheree Davis	242-139	<b>Admin Secretary: DeLynn Robertson</b>	242-755
Melissa Jolley	242-141	<b>Office Assistant: Jane Nielson</b>	242-756
Jessica Mendenhall	242-133	<b>Principal: Matt Goebel</b>	242-750
Ines Seamons	242-124	<b>Assistant Principal: Alex Chappell</b>	242-751
<b>Support</b>		<b>Other</b>	
<b>NAME</b>	<b>EXT</b>	Alpine School District	610-8400
<b>Instructional Coach: Aubrie Lundquist</b>	242-754	Child Abuse Hotline	1-855-323-3237
<b>Librarian: Jennifer Thomas</b>	242-759		
<b>Lunchroom Manager: Linda Day</b>	242-760		
<b>Psychologist: Malinda Glasgow</b>	242-765		
<b>Custodian: Scott Huntington Assistant: Steven Kong</b>	242-761		
<b>Computer Tech: Gordon Hutchings (801) 830-8743</b>	242-125		
<b>Nurse: Carissa Jensen</b>	242-767		
<b>School Counselor: Melissa Barton</b>	242-766		

Updated 6/18/20