

Draft: NOT FINAL UNTIL Aug 15, 2023 (OLD)  
New Copy: [Handbook SY24](#)

# Harvest Elementary Handbook 2023-2024 (i.e. SY24)



## **Principal's Message**

We are delighted to welcome you and your children to Harvest Elementary School. Our goal is to make this school a learning place for students, parents, and teachers. If you have questions, concerns, or comments, we encourage you to come in or give us a call at 801-610-8709. My email is [ckstewart@alpinedistrict.org](mailto:ckstewart@alpinedistrict.org). You are the most influential person in your child's life and the most successful students come from homes where parents and the school work together.

## **Mission Statement**

Through the unified commitment of students, staff, parents and community, Harvest will "Plant Knowledge for Life's Harvest" for our students.

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## Schedules & Attendance

### Daily Schedule

	Start Time	AM End Time	PM Start Time	End Time
Kindergarten	8:00	10:45	12:00	2:45
1st-6th grades	8:15	N/A	N/A	2:30
Tuition PreK (Randall)	8:00	10:45	11:30	2:15
Small Group (classes - special education)	8:00	11:00	11:30	2:30

### Pickup and Drop Off

#### Pick-up and Drop-off Schedule

- **PreK**
  - drop off 7:45-7:55 @ north front entrance
  - class walks in at 7:55
  - late parents should...
    - park in a spot (not at the curb)
    - walk students to class (through main entrance)
- **Kindergarten**
  - drop off 7:45-8:00 @ south loop
  - parents should stay in cars after first week
  - classes walk in at 8:00
  - late parents should...
    - tell students to knock on classroom door
    - make sure Mrs. Pay sees the child
    - wait for kids to enter
  - Pick-up 2:40-3:00 @ south loop
    - parents should stay in cars or park in lot
    - kindergarten parents should not come until after 2:40 (after 1st-6th pickup)
    - teachers walk remaining kids to office at 3pm
- **Grades 1-6**
  - drop off 7:50-8:10 anywhere
    - classes enter at 8:10

- late students should go to the office for a pass
  - pick up 2:15-2:40
    - students waiting for siblings can...
      - play in the back (supervised by teachers)
      - wait in front by kindergarten
    - teachers walk remaining students to office at 3pm

### **Pick-up and Drop-off Procedures**

- at the curb
  - pull to the curb at the most advanced open spot
  - don't allow students to enter/exit vehicle until at curb
  - students should **not** exit vehicles from through-lane
  -
- from the passenger-side doors
  - neither driver or passengers should exit from driver side
  - flash vehicle lights for a staff member to assist
- Other suggestions
  - parents may pickup and drop off at the park and churches
    - students continue walking to the school
  - students may come through the south gate (by the townhome) or through the west gate (behind the school)
  - parents may drop off kids early for breakfast or to play on the playground
  - the busiest times are between 7:55-8:05, this is also when the buses are dropping off

### **Lunch Schedule**

Students will go to lunch by grade level between the following times:

1st Grade	11:00 - 11:30
2nd Grade	11:12 - 11:42
3rd Grade	11:22 - 12:52
4th Grade	11:32 - 12:02
5th Grade	11:44 - 12:14
6th Grade	11:54 - 12:24

### **Arriving at School**

Please do not send students to school earlier than 15 minutes before school begins. In case of inclement weather, students may wait inside the gym before school starts. Older siblings of kindergarten students will be monitored in the cafeteria or on the playground from the beginning of kindergarten to the beginning of the rest of the school.

### **Attendance**

It is extremely important for your child to be at school every day except in cases of illness. Send a note to school when your child returns that briefly explains the child's absence. You may also excuse your child through this link - [Harvest ES - Student Absence Reporting](#). You may also call the school or send a signed note with your child.

Teachers will call home after three consecutive student absences (not until SY23).

[http://policy.alpinedistrict.org/policy/5158 Attendance Policy for Elementary School Policy](http://policy.alpinedistrict.org/policy/5158%20Attendance%20Policy%20for%20Elementary%20School%20Policy)

## **Vacation Absences and Homework**

Occasionally students are absent for various reasons including family vacations. You are strongly encouraged to take family vacations during the summer and during school holidays such as winter or spring break. In the event that this is not possible, please inform a school office and your child's teacher in advance of absence from school. It is the parent's responsibility to contact teachers about make-up assignments for absences. Teachers are not expected to provide makeup work in advance.

Students will have 2 days for every day absent to make up work that will be given to them on the first day they return to school.

## **Student Check-Out**

Parents must come to the school office to check out students. Students will be released after parents have completed the checkout form using the QR code on the school door or office door. We will not call for students from class until parents have arrived at the office, completed the form and provided adequate proof of identification. We do this for the safety of your children and hope you will excuse the inconvenience this may cause you.

## **Safety, Security & Health**

Student safety is a primary concern, even if it forces us all to do a few things that may be inconvenient. Below you will find expectations for parents to support us in our efforts to keep students safe.

### **Traffic Safety**

Practice courteous, careful, and slow (<5 mph) driving practices during pickup and dropoff.

Expect delays and plan ahead for...

- first day of school
- first day of kindergarten and preschool
- bad weather days
- picture days and holidays
- winter months
- Anticipate this problem by allowing enough time to remain safe when picking up and dropping off students.

Feel free to use both the main and south loops for pickup and drop offs.

### **Adult Visitors (or returning students)**

- only enter the building through the front door
- always enter the office first
- all adults shall have a prominently displayed sticker or badge
- don't hold the doors open for others
  - this allows the office to ensure adults go to office first

### **Walking to School**

- students should cross under crossing guard supervision
- students should not walk through drop-off loops

## Accidents and Illness

If a serious accident or illness occurs, the school will contact the parents or call for assistance at the emergency number listed on the health information sheet.

- **COMPLETE THE SKYWARD EMERGENCY INFORMATION ONLINE**
- **NOTIFY THE OFFICE OF ADDRESS OR TELEPHONE CHANGES.**

In extreme emergencies, if the parents or the emergency number cannot be reached, it may become necessary for the school to contact the paramedics. Sick children will not be sent home until parents come to school and sign them out.

## Student Privacy

Most student data remains confidential and only shared with approved school personnel. However, directory information is openly shared. Directory information is information that is normally included in the yearbook (full name, grade level, teacher), but can also include awards, club affiliation (drama, chess, immersion) and contact information (student email, parents email). You may opt out of sharing directory information. Sharing any other information will require parental approval. Please email me directly if you have any concerns with the sharing of directory information.

## Immunizations

Children will **not** be allowed to come to school unless **all immunizations** are up to date and on file with our school nurse. Students will not be placed in classes until proof of immunizations is received in the office.

## Medication

School personnel **CANNOT** give children medication (other than Tylenol and Ibuprofen) without a written **MEDICATION ADMINISTRATION RELEASE FORM** completed by the physician. This form is available in the school office. Tylenol and Ibuprofen will only be given if a parent gives permission.

## Student Insurance

Alpine School District makes low-cost student insurance available to all students each year. The insurance is purchased by the parent from a private company selected by the District after careful comparison with other companies for cost and benefits. Parents are encouraged to purchase the insurance to help defray costs if they do not have other health and accident insurance. Generally, student insurance should be purchased at the beginning of the year to cover the balance of the year. **Alpine School District does not carry accident insurance policies on students. A student's parents or guardians are responsible for costs incurred as a result of an accident.**

## Restricted Substances

Prohibited substances threaten safe school environments and alter a student's ability to reason and learn. The use, possession, influence, distribution, or sale of prohibited substances by students, staff, or visitors jeopardizes a safe school environment.

The ASD School Board recognizes the benefits of helping students avoid and overcome substance abuse

and desires that restorative practices are applied before discipline that is strictly punitive.

[ASD Restricted Substance Policy](#)

## **Donating, Fees & Volunteering**

### **Alpine Foundation**

The Alpine Foundation (801-610-8403) was formed to provide a way to make a tax-deductible contribution to your child's school. You may donate any time during the year. You should specify "Harvest" on the donation slip and you may also say where you would like the donation to go. Or, if you prefer, you may leave it undesignated to be used where needed.

### **School Fees and Fee Waivers**

Harvest does not collect fees for any activities that occur during school. Teachers and the school may request donations to off-set the costs of field trips and other activities.

Harvest does collect fees for after school activities sponsored by the schools (e.g. drama, choir, chess club). These fees are intended to be minimal and are used to offset the cost to the school. However, these fees may be waived if your child is eligible for a fee waiver (available on Harvest website).

The total cost of after-school activities is limited to \$50 per child and individual activity fees are as follows...

Drama - \$45 (including a t-shirt and 2 play tickets)

Choir - \$25

Chess Club - \$5

### **National PTA Membership Drive**

When you join PTA, you become a member of a national group of parents and teachers united to promote the wellbeing of children. This money supports the National, State, and local PTA units. Please join Harvest Elementary School's Parent Teacher Association.

### **Room Parents and Volunteers**

Parent volunteers are a vital part of our school. Room parents are organized to help teachers with holiday parties and other needs. We also call for volunteers to help teachers with classroom needs. We are grateful to the many parents who give their time for our children. We are extremely grateful you have chosen Harvest Elementary.

### **Volunteerism**

Your gift of time to our school is priceless. We love to have parents volunteering in our school. We invite you to consider donating at least 3 hours per year as a volunteer. Your work affects more than you realize.

## **Expectations, Rules and Consequences**

### **Behavior Philosophy**

Children are responsible for their own actions. Parents and school staff can help a child learn to manage their own behavior. Respect for self and others is very important. Rules of acceptable behavior are posted in the classrooms and hallways of the school. As these rules are kept, self-discipline becomes a part of the school day, not only in the classroom, but throughout our school. We use the Think Time Program for our school-wide discipline plan.

## **Code of Conduct**

1. Students are responsible, respectful and demonstrate safety to all teachers and all staff members.
2. Students will not disturb other students' learning
3. Students will not mistreat/damage other students' property
4. Fighting, bullying and stealing are prohibited behaviors and may result in a suspension or other school consequences
5. Student language (spoken and written) may not include violent acts, gore, or sexual content
6. Students may not exit classroom without adult permission
7. Chewing gum is prohibited on the school campus
8. All students are responsible for their own behavior and are expected to follow all school rules

## **Classroom Behavior Expectations and Rules**

Additional student expectations may be found in individual teachers' disclosure documents.

## **Common Area Behavior Expectations and Rules**

### Hallway

- Third tile walking all the while, with a smile, single file
- Marshmallow feet sound so sweet
- Quiet voices
- Hands to self
  - at sides, behind back in pockets or folded
  - Do not touch artwork on the wall
- Use the NorthEast (6th grade) hallway to walk to school breakfast
- Walk in the hallways for track recess and dismissal (not running)

### Physical Education and Assemblies

- PE with teacher:
  - No students in the PE closet without teacher permission
  - Don't go on the stage/ramp
  - Don't touch the curtains or anything on the stage
  - Don't jump from stairs to the ground
  - HAVE FUN!
- Assembly:
  - Carry chairs while walking, then set it down
  - Stay seated unless asked to stand



- Be respectful
  - don't talk to your neighbor
  - Don't scream
  - Don't clap too long
  - Quietly stand/sit for pledge

### Lunchroom

- No running
- Clean up table
  - Pick up your trash
  - Throw all garbage away that's around you on the table.
- Do not sit on the Peanut Free Table if you have anything with peanuts including granola bars
- No shouting or kicking the bottom of the tables
- No sharing food with friends

### Walking/Office/Phone

- Walk ALL wheeled vehicles on school grounds
- Cross at crosswalks or corners, and with a crossing guard whenever possible
- Stay on the sidewalks
  - no curb walking
- Use the phone in your classroom whenever possible
- If you're outside, talk to a duty guard. Don't come straight to the office
- Only go to the nurse's office for head trauma or bodily fluids

### Restroom

- Flush, Wash, Go
  - Flush the toilet
  - Always wash your hands after you use the bathroom
  - Quickly return to class
- Respectful to others
  - Do not peek through the cracks in the doors or under the door
  - Do not scream in the bathroom
  - Tell an adult if you see something inappropriate
  - Leave the bathroom clean for others to use
- Do not go to the bathroom to escape a task in the classroom

### Playground

- No tackle football or wrestling
- No physical lifting or boosting up other students
  - emotional lifting up or boosting is encouraged:)
- No digging anywhere on the playground
- No toys from home
  - students may bring soft and lightweight balls from home
    - basketball, soccer, football, bouncy balls, etc.
  - students may bring kendamas and jump ropes
  - students may **not** bring heavy or hard balls from home
    - baseball, softball, golf, ect.,
  - please ask a teacher if you are unsure if an item is okay
- Avoid touching trailer buildings, ramps and stairs
- Avoid the utility shed and parking lot
- Obey additional winter rules
  - No throwing snowballs or picking up snow

- building a snowman is okay
- Dress for the weather (e.g. coats, gloves, hats, etc.)
- No sledding or sliding down the hill
- Stay away from ice (including icicles)

## Consequences for misbehavior

### For most minor misbehaviors in the classroom

#### 1st offense

- teacher or aide immediately gives student a verbal warning
- teacher or aide reviews expectations when possible

#### 2nd offense

- students are sent to another setting (normally another classroom) to reflect on their behavior and plan to improve

#### 3rd offense

- students meet with the teacher or administrator to review behavior, expectations and create a plan to improve behavior. Usually this will also include communication with parents/guardians

#### Continual Misbehaviors

- addressed through a conference with teachers, parents and administrators
- combined team will develop a behavior support plan

### For most minor misbehaviors during recess or lunch

#### 1st offense

- teacher or aide immediately gives student a verbal warning
- teacher or aide reviews expectations when possible

#### 2nd offense

- students sent to office to reflect on their behavior and plan to improve

#### 3rd offense

- student and administrator review behavior, expectations and create a plan to improve behavior
- usually includes communication with parents/guardians

#### Continual Misbehaviors

- addressed through conference with teachers, parents and administrators
- combined team will develop a behavior support plan

### For major misbehaviors, or behaviors that endanger others

#### 1st offense

- student is removed from situation (usually to the office)
- administrator reviews expectations with student
- may include communication with parents/guardians
- may include additional time removed from situation
  - as an example, administrators may choose to retain a student from recess if the administrator determines the child may continue to be a danger to self or others during recess

#### 2nd offense

- addressed through conference with teachers, parents and administrators

- combined team will develop a behavior support plan

## Dress Standards

At Harvest Elementary School, we strive to create a positive learning atmosphere where all children have as many opportunities to learn as possible. The Dress Code of Harvest Elementary School is designed to reduce disruptions of that positive learning atmosphere.

### Dress Code Standards:

- The dress code is designed to allow for individuality while limiting distractions from learning during the regular school day and during school sponsored activities.
- The adults rarely notice or care unless in extreme cases (please avoid extremes)
  - parents will be notified as needed
  - a teacher or same-gender adult (just to be more comfortable) will
    - Usually by the child's teacher or same-gender adult (just to be more comfortable)
    - Rarely will we expect a correction that same day (except in very extreme cases)
- Clothing
  - should cover the back, top of shoulders, stomach and all underwear
    - no belly shirts, sleeveless, backless
  - shouldn't be overly baggy
  - shorts, skirts, dresses should go to about where the fingers would extend down the leg
  - Nobody will be measuring your kid:)
  - No clothing with (graphic, written or implied) reference to...
    - drugs, alcohol, smoking, explicit language, gangs, violence
    - anything reasonably interpreted as inappropriate for elementary-aged students
- Head coverings and hats
  - previous version
    - not permitted to be worn in the classroom without teacher permission (pre-SY20)
    - allowed to be worn in classroom and shared areas, but may be restricted based on teacher preference (SY20-SY22) - although this was never formalized
  - allowed unless the head covering distracts from learning (Jan SY23+)
    - messaging rules are the same for clothing
    - application of dress standards may be uniform for all grades, genders, etc.
  - religious head coverings are always allowed
    - no teacher will give direction to remove for any reason
    - admin will manage discipline and parent contact if needed
- Shoes
  - are expected to be worn at all times during the school day (including during recess)
  - should not damage the floor or leave black marks on the floor
  - should be appropriate for the regular elementary activities (recess, PE, etc.)
  - sandals and flip-flops are discouraged (but not prohibited)
  - No heelys (wheels must be taken out of shoes while at school)
- Hair
  - No extreme hairstyles that distract from learning
    - we have never enforced this because we have never had hair (except for crazy hair day) that is distracting
  - Hair should be clean, well-groomed and not in need of constant attention

## **Bicycles and Scooters**

Children may ride bicycles and scooters to school. All bicycles and scooters should be walked on campus and placed in the bike rack during the school day.

Other methods (skates, roller blades, pogo sticks, unicycles, skateboards, Heelys, etc.) are discouraged, but not prohibited. If ridden to school, these should be walked or carried while on campus. Wheels must be removed/retracted while at school. These vehicles must be placed in the bike racks or secured in the classroom (if permitted by the teacher) during the school day.

Although the school provides a bike rack for student use, the school and district are not responsible for the security of any personal items at school.

## **Personal Electronics**

Items such as radios, cameras, video games, water games and other toys are discouraged. Additionally, the school does not accept responsibility for damage to personal items brought to the school.

Mobile phones (including watches with cellular service) are prohibited at school during the school day. We explain to students that they may bring a phone to school (with parent permission), but these are to be silenced and stored out of sight. Mobile watches are also to be silenced. Students should only use the school phones to call parents, with adult permission. Additionally, adults should contact their students through the school and restrict mobile phone/watch usages for emergencies.

The teacher will address use of mobile watches and phones through regular classroom behavior systems. Below is the suggested hierarchy for response to misuse of mobile devices-

**1st offense** - remind the student of expectations (warning)

**2nd offense** - confiscate the device and store until the end of the day

**3rd offense** - confiscate the device and notify parents (either return to child or wait for parents to get it)

**After multiple confiscations** - conference with parents regarding the misuse of the device

Phones are prohibited in the restrooms. Use of devices to record video or take pictures in the restrooms may be address as sexual harrassment.

Students are not permitted to take pictures/video unless specifically approved by the school (last week of school) or the teacher (special circumstances such as field trips or activities).

## **Property Damage**

The school will pursue reasonable methods to recover the cost of vandalism and loss of school property by a student. The school administrators will conduct a formal investigation prior to pursuing recovery or compensation on behalf of the school.

## **Academics**

### **Grades**

Elementary grades are not calculated into graduation GPA. Grades are **indicators** of progress, but not more so than ongoing authentic assessment and observations of daily work. Achievement on specific standards will also be communicated, especially in the lower grades.

### **Homework**

Homework reinforces skills students have been taught in school. It is also an effective way to help

parents become aware of their child's academic progress. Any homework assigned will be purposeful and reasonable in amount. The teacher will carefully explain such homework so the student has an understanding of expectations. If you have concerns about the amount of homework, please contact the teacher.

### **Library Books**

Library books are expensive to replace. Therefore, students will be limited on how many books they may check out at one time. Please pay the school for lost books.

### **Classroom Visits**

Parents are welcome (and encouraged) to visit their child's classroom. Please notify the teacher at least 24 hours before the time you wish to visit. These visits should be at least 30 minutes. The teacher may choose not to allow a parent to visit during a specific time, but must notify the parent and admin regarding the reason AND provide an alternate observation time either that same day or the next day. The teacher may limit the number of parents observing depending on the activity. While in the classroom, parents should not interrupt the teacher or students during lessons. Minors are not permitted to observe or visit without an adult chaperone.

### **Lost and Found**

To simplify the return of lost items, please label clothing and personal items. The lost and found bin is located in the hall near the lunchroom. Valuable or tiny articles are turned in to the office. Lost items not claimed will be donated to the needy.

### **School Lunch/Recess**

#### **School Breakfast and Lunch**

Children may arrive before school to eat breakfast. Students that are repeatedly disruptive may be required to eat breakfast in the office. <http://alpineschools.org/departments/nutrition-services-lunch>

You may purchase lunches and breakfasts from the lunchroom. Register online at [mypaymentsplus.com](http://mypaymentsplus.com) to add money to your child's lunch account. Unused lunch/breakfast money at the end of the year will be carried over to the next year. Transferring students may receive a refund upon request.

Children may bring lunch to school or purchase lunch from the cafeteria. The costs are as follows...

<b>BREAKFAST</b>	<b>Elementary</b>	<b>LUNCH</b>	<b>Elementary</b>
Full Pay	\$1.00	Full Pay	\$1.75
Reduced Price	\$0.30	Reduced Price	\$0.40
Student 2nd Breakfast	\$1.65	Student 2nd Lunch	\$3.85
Adult/Visitor	\$1.65	Adult/Visitor	\$3.85

#### **Lunch/Gradel-Level Recess**

Children should arrive at school appropriately dressed for the weather of the day. All healthy children are expected to go outside after lunch unless weather conditions are extreme. If you feel your child should not be outside during lunch recess due to illness, please send a note to the teacher with the child's name and the date you would like to have him/her kept indoors.

## **Home/School Communication**

### **eCommunication**

The link to the Harvest eCommunication document is sent each Wednesday afternoon. The most current information and updates will be saved to the top of the document while previous updates are saved below. We suggest using a browser search feature to look for specific information when needed.

You can also bookmark this URL - <https://docs.google.com/document/d/1O6p9xYDEty7j7hMvNRWxFZJlojFIClehuc17G5TTexo/edit?usp=sharing>

We have provided two computers in the main office for parents who do not have access to the Internet, or a computer at home. [Go Back](#)

### **Skyward Parent Access**

[Skyward's Family Access](#) is a secure portal for parents. Among others, this system allows parents to track student testing data, attendance, grades, schedule, progress and assignments. Family Access is a free service and is available to all parents with children enrolled in the District.

Parents have been assigned a user ID and password and students have their own separate logins. To begin using Family Access, please do the following...

- use the link above to go to the Skyward Website.
- click the double blue bars at the top of the page
- update your profile information (in case of emergencies)
- public computers are provided in the main office (if needed) [Go Back](#)

### **Telephone Calls**

Students are permitted to use school phones for illness or other issues when approved by a school adult. Please discuss lunch money, books, homework, appointments, permission to play at a friend's house, etc., before leaving for school. We avoid interrupting class instruction as much as possible. Our secretary will leave a message for teachers if you would like your child to contact you before or after school, but we cannot guarantee timely communication. [Go Back](#)

### **Transfer of Students**

Notify the school if your child will transfer to another school. When possible, please give at least one week advance notice so all necessary forms can be completed. On the child's last day of school, come to the office and pick up a withdrawal slip for your child's new school. All library books and school texts must be returned or accounted for at that time.

### **Student Report Cards**

Student report cards will be sent to guardians approximately one week after the end of the term. Report cards for the 4th quarter will be sent home on the last week of school. [Go Back](#)

### **Other Information**

### **Recycling**

- paper, junk mail, magazines, phone books may be recycled
- place these items in the north parking lot recycling bin
- **no** plastic or cardboard can be recycled
- money earned from recycling directly benefits Harvest students

## **Reflections Contest**

Reflections is a PTA-sponsored contest. The program is a wonderful opportunity for your child to discover and develop his talents and express his creativity in the arts. Artworks may be in any of four areas: music, literature, photography, and visual arts. All entries will be displayed at the school and five winners from each category will go on to further competition. Entry forms and rules will be sent home.

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