



White Pine Elementary Parent Handbook 2020-2021

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History of White Pine

Our school building was transformed from a middle school to an elementary school in 2017. Before that, we were Park Elementary which had a strong reputation for excellence in education. White Pine might be our new name, but our traditions, culture, and academic excellence remain the same.

White Pine Elementary School's Mission

White Pine Elementary will provide the foundation for all students to become lifelong learners for academic and behavior success. Students and faculty are encouraged to continually develop a growth mindset. Monthly themes are celebrated and taught. Students will learn to be safe by making positive choices and learning from their mistakes while building character skills. Students will learn to be responsible by working hard and completing assignments in the classroom and community. Students will be able to recognize their areas of strength and believe in all they can do. Students will learn to be kind by being provided leadership opportunities that will teach respect for themselves and service to all those around them.

School Colors: Blue and Yellow School Mascot: Eagle

Power of YET Cheer

I am RESILIENT!
I have GRIT!
I will FIGURE IT OUT!
I will NOT QUIT!
You can bet,
I HAVE THE POWER OF YET!

School Song:

We're the White Pine Eagles, our school, it is so fine.
We try to be safe, responsible, and kind,
With parents and teachers to help us everyday.
We're the White Pine Eagles, we'll shout a big Hoo-ray!

School Pledge: I am Safe, Kind, and Responsible. I am developing a growth mindset for success.

City Crossing Guards:

100 West and Main Street 8:25-9:00 & 2:50-3:15
100 West and 100 North 8:25-9:00 & 2:50-3:15

School Hours:

Pick Up and Drop Off Times **Mon. - Fri.**

School Starts at 9:05

School Ends at 2:50

Kindergarten AM Session 9:05 - 11:45

Kindergarten PM Session 12:30 - 2:50

Breakfast:

Breakfast Starts at 8:35

Breakfast Daily - \$1.40, Weekly - \$7.00

(Daily reduced breakfast - 30¢)

(no parents allowed to eat with children this year)

Students who eat breakfast are expected to make it to class on time before the 9:05 tardy bell. Milk is available for purchase separate from buying a meal. Those students who are allergic to milk will be offered water.

Lunch:

Lunch Daily - \$2.05, Weekly - \$10.25

(Daily reduced lunch - 40¢)

Separate Milk purchase 35¢

(15-20 min. to eat and 15-20 min. for recess)

1st Grade - 11:45

2nd Grade - 12:05

3rd Grade - 12:25

4th Grade - 12:40

5th Grade - 12:55

6th Grade - 1:10

*This year, parents will not be allowed to eat in the lunchroom with their children because the lunchroom is at capacity, students are in assigned seats, and we need to limit the number of extra people in the building to make contact tracing easier in the event of a positive case of Covid-19 in our school.

If your account balance drops too low into the negative, there is a chance your child may receive a peanut butter sandwich instead of the main line option. **Parents may apply for free or reduced lunch prices by using this link:**

<https://secure.ezmealapp.com/default.aspx?cid=YTY1YmI1NDgtYmJkOC0oMTBjLTlhMWQ0tMDVtYjU0YWRjNmQ2>

Attendance, Tardiness, and Leaving Early:

Classrooms Open at 8:45am

Tardy Bell 9:05

Classes begin promptly at 9:05 a.m. If a student does arrive late, they should check in at the office so we can track when the students arrive. When it is necessary to check a student out of school, a parent or guardian must report to the office to sign the student out. The school will send reminders of the law if a student misses more than three days. If a student starts to show a pattern of frequent absences, tardies, or check outs, the principal will call home and encourage the family to meet with her to develop a plan for improvement.

Allergies: If dietary accommodations are needed or if medication needs to be kept at school, you need to get a form from the office for your doctor to sign.

Birthdays/Other Celebrations: Please do NOT bring balloons or gifts to be delivered to a student in class as they are a distraction to the learning environment. District policy states that treats should not be brought to class except through the PTA on designated holidays. Invitations to parties should not be brought to school UNLESS every student in the class is invited and nobody is left out. School personnel cannot give out phone numbers or addresses of children.

Bus: Behavior on the bus should not be different than behavior in the classrooms as rules, expectations, and consequences are the same. Riding the bus is a privilege and can be revoked if the child refuses to follow the rules. Bus drivers will call the principal and report any disrespectful behavior and the principal will follow through at school.

Calling the School: Parents, please understand our need to keep phone lines open for emergencies and other urgent school matters. We are not always available to answer your calls because we may be answering a call on the other line, helping someone in the office, or handling other issues. Please leave a message or call back later. We ask that students do not use the phones to call to get permission to go play with friends. **Also please know that the phones get busy at the end of the day and we may not be able to get messages to students before the bell rings.** When possible, please make plans for necessary changes with your student before they leave for school in the morning. Sending them with a note of explanation for us is very helpful.

Cell Phone Use by Students at White Pine

To prevent possible cyber-bullying on our campus, cell phones and other digital devices are not to be used on school property.

Cell Phone District Policy:

- A. Elementary students' cellular devices must be turned off from the first bell, and remain off until the last bell during school hours. Communication with parents/guardians will be facilitated through the teacher or the central office of the school.
- B. Wearable cellular devices may be worn as long as they do not create a distraction or a disruption during school hours.
- C. Students who choose to bring cellular devices to school do so at their own risk. The school district assumes NO LIABILITY for lost, stolen or damaged devices.

Disciplinary Measures

- A. Failure to adhere to the guidelines above may result in disciplinary measures such as:

1. Verbal warning. Student may be asked to turn off their device in the presence of the teacher and may be allowed to put it away.
2. Device may be taken away until the end of the day (to be picked up by student). Offense may be logged in PowerSchool.
3. Device may be taken away from the student and must be picked up by the student's parents during school hours or after school, after consultation with a school administrator. Offense may be logged in PowerSchool.
4. Student may lose the privilege to use device on district property. Offense may be logged in PowerSchool.

Child Abuse/Neglect: The law places "duty to notify" on every person who has reasonable cause to believe that a child may be neglected or abused. School staff doesn't have to prove that abuse or neglect is occurring, but only have a reasonable cause to believe. Our school will report suspected abuse and neglect within the guidelines of the law.

Citizenship/Discipline: All students of White Pine Elementary are expected to treat their fellow students, teachers and staff with respect. We believe all students must be held accountable for conduct that is harmful or disruptive to a safe and secure learning environment. Schools where parents and school staff work together are most effective. Please support our efforts. Students will be receiving positive reinforcement at school for demonstrating good citizenship. Every class including prep classes and reading groups will have clearly stated behavioral expectations and routines.

Our first priority at White Pine Elementary is to provide a safe, predictable, and motivational environment for ALL students. We understand that students often arrive at school with heavy burdens and overwhelming stress. What happens outside school can have a profound effect on what happens inside the school. If a student's behavior is negatively impacting other students' learning or their own learning, we will first consider the motives or reasons behind the behavior and provide appropriate accommodations. If the behavior is chronic, a behavior plan will be created by the teacher, parent, and other involved personnel. Students displaying severe behavior or needing immediate attention, may be referred to the school counselor and/or Bear River Mental Health services.

Class Placement for the Next Year: Parent input for class placement will be available the first two weeks after

Spring Break. Parents are invited to share information they feel the school should know when determining teachers. White Pine strives to have balanced classrooms (number of students, even ratio of boy to girl, academic strengths, and behavior needs). Changing classes after placements are highly discouraged. A change of placement can only happen with the principal's discretion and only after 10 full school days with the current teacher.

Computers and their Acceptable Use: The Cache District Acceptable Use Policy deals with students and their access to the internet. While at White Pine students and adults are agreeing to the following rules:

- 1) Students will have access to the Internet and may only use the internet at White Pine Elementary under the direct supervision of a teacher.
- 2) No one may use the network for commercial purposes or financial gain.
- 3) Illegal or inappropriate use of the Internet is prohibited (Students intentionally logging in under another person's name is considered inappropriate and will result in loss of computer privileges).

Dress Code: Students should dress according to the conventions of good taste while in school. Clothing should be neat and clean. Clothing that suggests violence, drugs, obscenity, gang activity, or other offensive themes will not be permitted. Shorts, skirts, and dresses must be about 3 inches above the knee. Shirts must cover one's midriff during all activities. Tank tops, shirts with "spaghetti straps" and the like are unacceptable. Hats, beanies, and bandanas are not to be worn in the building. Shoes should allow for running freely and should be appropriate for active play at recesses and P.E. Flip flops are not good for running and are highly discouraged. We appreciate you working with us to eliminate distractions to our learning environment.

Emergencies/Emergency Forms: Throughout the school year, students are trained to respond appropriately to emergencies. Drills are done monthly with every other month practicing a full evacuation. A hall check is put into effect when danger or other emergency is possible. During a hall check, students simply stay in their classrooms and keep learning while the administration checks on a suspected danger. It is important to keep your contact information updated, both in the school office and with your child's teacher.

Face Mask / Personal Protection Equipment:

Students must wear a face mask while on school property. During recess students may remove masks as long as they are at least 6 feet away from a peer. PE teachers will allow students to take masks off when exercising and keeping a 6 foot distance. At lunch, students will sit 6 feet from peers so they will be able to take off their masks to eat.

Masks should be clean.

Masks should fit snugly over the nose and under the chin. If a child forgets a mask, a disposable one will be provided.

Any adult in the school will be expected to wear a mask.

FERPA (The Family Educational Rights and Privacy Act): This law protects the privacy of a student's educational records. For more information go to: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Field Trips: Teachers may ask parents for donations to help cover the cost of bus transportation and incidental expenses for field trips. Students are never kept from participating in field trip activities because of an inability or desire not to make a donation. Students are expected to follow the safe busing rules. Students who ride the bus to a field trip must return to the school on the bus unless they are physically handed over to the parent/legal guardian. There are no exceptions.

Illness: If your child becomes ill at school or he/she arrives at school sick, you or someone listed on your emergency card will be contacted to pick your child up as soon as possible. Keep your child home from school if she or he has exhibited one or more of the following:

- Covid - 19 symptoms
 - Chills
 - Cough
 - Difficulty breathing
 - Fever of 100.4 or above
 - Muscle aches and pain
 - New or reduced sense of taste or smell
 - Sore throat
- Diarrhea or vomiting
- Measurable temperature (100 degrees or higher)
- Yellow to green discharge from the nose
- Severe or croupy cough that has not been treated
- Infected eyes or ears
- Other contagious, untreated infections (lice, ringworm, impetigo, pink eye, etc.)

When your child has been symptom-free for 24 hours without medication, they can return to school. This information may change so please check the district website for the most updated illness protocols.

<https://www.ccsdut.org/covid>

Library: Books can be checked out for 2 weeks at a time; however, Mrs. Bowden will gladly extend the due date for any child that asks for more time to enjoy their books. Students cannot check out new books if they have any overdue or lost books. Once the overdue books are returned, they can check out new ones again. If the books are lost or damaged, the parent is required to pay the cost to replace them. Kindergarteners can check out 1 book at a time until January and then they can take 2 books. Second graders can check out 2 books at a time. Third - Sixth graders can check out up to 3 books at a time.

Medication: As per state law, school staff cannot provide medication for students. We also cannot monitor or participate in the dispensing of medication for students without a school provided "Permission to Administer Medication" form that has been signed by the parent and a health care provider. This applies to both over-the-counter medication and prescription medications.

Office Phone Use:

Calls from the office need to be limited to children who are ill or have some other sort of emergency situation. Students will not be able to use the phone to get gloves, hats, gym shoes for PE or to make after school arrangements. Please make sure your child is prepared for the day and allow them to suffer natural consequences if they forget things.

Online School through Cache County School District:

Cache County School District has an online school for K-6 students who prefer not to attend school face-to-face. You will still receive notifications from your boundary school and can participate in school pictures as usual. The online school uses the same curriculum as our face-to-face classes do. For more information, go to the school district website.

Parent Teacher Conferences:

Students are expected to attend a conference twice a year with their parents and teachers. At the conferences, students make goals for improvement, scores are shared, and work samples are celebrated. Parents need to sign up for an appointment using Canyon Creek Online Scheduler link. Parent Teacher Conferences will be held on a Thursday evening from 4:00 p.m. until 8:00 p.m. and on Friday morning from 8:00 a.m. until 12:00 noon. School on Thursday will get out early at 1:30. On Friday, there will be no school for students. There will be no school for kindergarteners or preschool on Thursday or Friday so conferences can be held on those two days.

Be watching for signup emails 3 weeks before conference dates. Those emails will have the link to take you to the software signup page.

Parent Teacher Conference Sign Up Instructions:

From the Online Scheduler Home Page:

- Choose your student's school from the drop down list and click "GO"
- Enter the school password, whitepine
- Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
- Verify the student's birth date
- A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
- If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "Do you want to schedule conferences for another student?" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
- You will then see the available time slots for each teacher you selected.
- Select the times that work best for your schedule.
- Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
- Once you have finished you can confirm your appointment details and print your conference schedule.
- Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact White Pine Elementary
435-258-2344.

Conferences this year will be November 5th and 6th and again in March on 4th and 5th.

Parent & School Communication: In order to receive school announcements as text messages, please update your settings in Powerschool. Teachers will provide regular communication about class events through email, paper notes, or phone apps. If you have concerns please contact teachers through email or call during business hours (3:00pm - 4:00pm).

Personal Possessions: Please put your child's name on their clothing, bags, etc. Students should check for lost items in the office. **Students' should not bring toys, games, hobby cards, sports equipment, personal electronics, distracting accessories, or pets to school.**

Such items are often distracting, cause hard feelings between students, or sometimes fall into the wrong hands. Staff will not assume responsibility for lost, misplaced, or stolen personal items. Skateboards and other items with wheels should be locked up at the bike rack or stored in the classroom or office during the day. *Due to safety protocols, there will not be a lost and found area for students.

Pick Up and Drop Off:

- Be considerate of all other vehicles and students during pick-up/drop-off times.
- All vehicles should drop-off/pick-up students by pulling in front of the school as close to the curb as possible, going in one direction (north).
- Students should exit vehicles on the side closest to the curb and sidewalk.
- Do not double-park. It is very dangerous to have students walking between vehicles.
- Do not drop-off/pick-up in the bus zone. This is a state regulation and a safety rule.

Quarantine:

Employees or students that have a confirmed positive case of COVID-19 verified by Bear River Health Department (BRHD) will be asked to remain isolated at home under the direction of the BRHD.

Individuals should stay isolated at home from other people from the time they are first symptomatic for at least 10 days with the last three days being fever-free without medication.

Individuals exposed to COVID-19 must remain quarantined for 14 days.

Under state requirements, symptomatic individuals will not be allowed to physically return to school unless their symptoms are not due to a communicable disease as confirmed in writing by a medical provider.

Quarantine and Learning:

In the event that your family needs to be quarantined due to Covid-19, teachers will provide online access to curriculum through either Google Classroom or Canvas. Your child will not be marked absent, instead they will be marked with a "Q" for quarantine. Teachers will be available to you and your child from 3:00-4:00 everyday. This is not available for general absences. The child is required to make up any work missed as usual when absent for any other reason.

Reading Homework: Please make a family commitment to reading 20 minutes daily. Our school works closely

with Richmond's Public Library, and encourages regular visits there.

Recess: Students are expected to go outside for recess with their class unless severe weather requires all students to stay inside. Teachers cannot monitor safety if some students are inside and others are outside. Generally, if students are too sick to participate in outside recess, they are probably too sick to come to school. Please make sure the school and teacher are aware if your child has asthma as the weather may be a concern for them. Please stress the need for hats, gloves, coats, and boots during the winter and please label all outside clothing. Parents will be called to bring dry clothes if the student gets too wet during recess. A doctor's note should be sent to the PE Specialist if your child cannot participate in PE activities.

Safe Schools: Cache School District is committed to providing a safe school environment where learning takes place free from unnecessary disruption and danger. The possession of controlled substances or a weapon or likeness of a weapon is grounds for immediate suspension or expulsion. (See the district policy on the website.) At White Pine Elementary, harassment, threats, or assaults are grounds for in-school suspension (student loses privileges like recess and sitting with friends at lunch, but their work is still completed at school).

School Community Council: The White Pine Elementary Community Council will be composed of elected parents and school staff members. As per the law, parent membership will exceed school staff membership by at least two parents. We generally have five parents, two teachers, the principal, who serve on the council. We also are lucky to have a school board member, and a representative of Richmond City Council attend all our meetings as well. Elections are held each spring and notice is given by newsletter and on the website of when the elections will be held. Regular meetings are held monthly on the 2nd Monday of every month from 3:30 - 4:30 virtually or in room 9. All parents are always welcome to attend, but only council members can vote on changes. Schedules and committee member information can be found at our school website.

Spirit Days: Students earn Spirit Days throughout the year. These special days allow us to wear something silly (ex. Superhero Day, Crazy Socks Day, Beach Day, etc.).

Visitors/Volunteers: This year we are limiting the number of people inside our school. Visitors and volunteers must wear a mask and are asked to park in the northwest parking lot and check in at the office. They

must wear their visitor pass while visiting any part of the school.

Weather Related School Closings: For information tune your radio to KVNU 610 AM or KBLQ 1390 AM. An emergency announcement will also be sent through Swift K12 (Powerschool) to the email address and phone numbers in PowerSchool.

White Pine Elementary School School-Parent Compact

At White Pine Elementary it is our goal to ensure that every child meets grade level standards. This will require the best efforts of each of us as we work together as a team. We will provide quality instruction with highly trained educators using research-based programs. We will provide children the opportunity to learn in a supportive, drug and violence-free environment. We are also committed to challenging and motivating each child.

TEACHER

I will:

- assure that I am highly qualified to teach.
- provide quality and challenging curriculum and materials based on the Utah state standards.
- monitor student progress regularly, keep parents informed, and provide guidance for homework support.
- inform parents of how and when to contact me.
- offer special assistance to accommodate individual learning needs.
- report RISE testing and Acadence reading monitoring data
- provide materials and training to help parents improve their child's achievement.
- provide online access to curriculum in the event your child or family needs to be quarantined due to Covid-19
- be available from 3:00-4:00 everyday to help a child who is required to be quarantined
- make sure the school provides a Chromebook for your family to borrow if you need technology at home in order to complete homework in the event you are quarantined

PARENT

I will:

- read daily to/with my child for at least twenty minutes.
- ensure my child attends school daily and arrives on time.

- supervise and support the completion of homework.
- encourage language development through conversations that promote vocabulary growth.
- attend Parent Teacher Conferences and other school meetings to support my child.
- support school rules and policy.
- provide online access to curriculum in the event your child or family needs to be quarantined due to Covid-19
- reach out to teacher between 3:00-4:00 for help with online instruction
- alert the office of any medical conditions or medications your child has

STUDENT

I will:

- arrive at school on time daily.
- do my best at school.
- read to/with someone at home for twenty minutes daily.
- follow classroom and school rules.
- complete and return my homework.
- attend Parent Teacher Conferences with my parents or guardians.
- complete work on line if you are ever quarantined
- reach out to my teacher between 3:00-4:00 Monday - Friday if I need help understanding the work or how to access the work online
- take care of a Chromebook if my parents choose to borrow one - no food or drinks, don't carry it when it is open, avoid touching the screen, only clean the device with a cleaner that is 70% alcohol and never spray cleaner directly on the device.