



## Art City Elementary General Information

For a complete list of Nebo District policies, click this link: <http://www.nebo.edu/pubpolicy/>

### **Arrival and Departure**

Students should arrive at school between 8:10 and 8:25. School doors will remain locked until 8:00 A.M. **Please do not drop off your student before our doors are unlocked.** Students arriving between 8 and 8:15 will be asked to sit in the lobby until supervision begins. School supervision will begin at 8:15 A.M. Supervision includes playground areas, front parking area, bike area and hallways in the morning.

Students should return home promptly following school each day. When a teacher needs your child to stay after school, you will be notified.

### **Absences and Tardies**

Few factors have greater influence on school success than regular attendance. Regular attendance means that students are **in school, on time, every day** unless it is absolutely necessary to miss. **If your child is absent, please notify the office (801-489-2820) by 9:00 A.M.** When a pattern of excessive absences or tardiness develop, parents will be contacted.

### **Accidents and Illnesses**

Whenever an accident or illness occurs, we will contact a parent. If we cannot contact a parent, we will notify one of the individuals listed in the SIS program. Please make sure you have updated information on the computer. Under NO circumstance will we check a child out unless you have listed that person as an emergency contact in the SIS program.

### **Visitors/Volunteers**

All visitors and volunteers must sign in at the office and obtain a visitor badge.

### **Bicycles**

All bicycles are to be put in the bike rack upon arrival at school. Bikes are not to be used during school hours. Students are encouraged bring a bike lock and lock their bike or scooter. The school is not responsible for stolen or damaged bikes.

### **Birthday Treats**

All treats brought to school MUST be in compliance with Utah State Department of Health regulations. **This regulation prohibits the serving of homemade treats to school children.** You may bring bakery or other store bought items.

### **Check-Out/Check-In**

All parents must check in at the office. Parents are not permitted in hallways or classrooms without a visitor badge. A parent must come into the office and sign the check-out log when checking out a student during school hours. Students will only be checked out to adults who are listed in the SIS program. Please keep the information in the computer updated. You may update on the computer at any time. When returning to school, students must check back in to the office before returning to class. Students will not be allowed to wait outside for parents to pick them up during school hours.

### **Dress Standards**

Nebo School District dress standards are as follows: "Clothing shall be modest, neat, and clean, in good repair and shall include shoes. Modesty shall include covering shoulders, midriff and back. Short shorts, tank tops, halter, crop tops or belly shirts, extremely short skirts or dresses do not meet the modesty standards in our schools. Hats and Caps shall not be worn during regular school hours."

### **Weather**

Children should arrive at school dressed for the weather of the day. This will allow them to comfortably enjoy the school day, including recess time. In winter months children should have proper shoes, jackets/coats, etc. All healthy children will be expected to go out for recesses except in extreme weather conditions. Extreme weather conditions include unhealthy air quality and temperatures below 25 degrees (including wind chill), rain and heavy snow fall. If your child is unable to go outside, please send a note. If the stay indoors is prolonged (more than 5 days) please send a note from the doctor.

### **Emergency Evacuation**

In the event of a major disaster affecting the community, students will be held at school and released only to family members. In the event of a disaster, school staff will remain at school and care for the students. Students will participate in monthly drills to help prepare for emergencies.

### **Financial Contribution to Art City Elementary School**

We will provide all basic supplies and activities to your student. We do ask that a \$25.00 contribution is made to help with field trips, assemblies, and classroom needs. If you are unable to pay this amount, any amount is appreciated. All students will be allowed to participate in all activities.

### **Immunizations**

Utah State Law requires all children enrolled in a public school to complete all required immunizations and have dates on file before admission to school.

### **Lost and Found**

Please put your child's name on everything he or she brings to school. Valuable or tiny objects are turned into the office. Larger items are placed in the lost and found. All items will be donated to a charitable organization at the end of each term.

### **Lunch**

Lunch prices are as follows:

\$1.50 for Breakfast

\$2.00 for Lunch

.30 For Reduced Breakfast

.40 Reduced Lunch

\$1.50 Adult Breakfast

## \$4.00 Adult Lunch

If you send lunch money with your student, please put the money in an envelope with the student's name and teacher on the front of the envelope. You can also pay online at [www.nebo.edu/food-services](http://www.nebo.edu/food-services), scroll to the bottom of the page.

Nebo School District has a 'no charge' lunch policy.

**Applications for Free/Reduced lunch are available at the district office (350 S. Main—Food Service Dept.) or online at [www.nebo.edu/food-services](http://www.nebo.edu/food-services). Applications must be approved before a student can receive the reduced price. Please fill out a form if you feel you might qualify.**

## Medications

It is the policy of Nebo School District that all medications be administered to children by their parents at home. This policy means that only under exceptional circumstances will the secretary or nurse dispense medication. If medication MUST be given at school, a parent must complete the Authorization for Student Medication form. (located on the Nebo School District home page) This form must be signed by the parent and the physician. This form must be updated each year. Students will not be allowed to have medicine (including over the counter medications such as cough medicine, Tylenol, eye drops, etc.) in their possession during the school day. With parent permission the school can administer Tylenol or Ibuprophen. Students are allowed to keep an inhaler with them and in class.

## Pets

Students must receive special permission from their teacher in order to bring pets for show and tell. The pet must be accompanied by an adult and may only stay at school for the show and tell time.

## Phone Calls

Telephone use is limited to important calls determined by the teacher or other school staff. If students call home, it should be for reasons of illness or other emergencies. Calling home to get permission to go to a friend's house after school will not be permitted (these arrangements must be made before school). No student cell phones are allowed during school hours.

## Cell Phones/iPods/Electronic Devices

Nebo School District Policy states, "Students enrolled in Nebo School District are not permitted to use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period." Students who bring a cell phone or other device do so at their own risk. The school is not responsible for any theft or damage to personal devices. Devices must not be used during school hours and must remain in backpacks, turned off, during school hours.

## Reading

It is imperative that every student at Art City Elementary reads at least 20 minutes each night for five nights a week. We will provide K-2<sup>nd</sup> grade students with a leveled reader. It is important that this book is read by the student and returned to school within one or two days. Students in 3<sup>rd</sup> -6<sup>th</sup> grade may use their library books for their at home reading or a home reader will be provided upon teacher recommendation or parent request. ALL students must complete their at-home reading. IT IS THE MOST IMPORTANT HOMEWORK YOUR CHILD HAS EACH NIGHT!

## School Community Council

Art City Elementary has a School Community Council consisting of parents and staff members. The council will meet once a month and discuss Art City concerns. If you have questions or concerns, you may contact any of

the members of the council or the school. Also, call the office if you are interested in serving on the council next year. Elections are held in May. The council members can be found on this web page.

### **Withdrawal-Transfer**

If it is necessary to withdraw your child during the school year, please notify the office and his/her teacher as soon as possible. Checking out properly will help with a smooth transition from one school to the next.

### **School Wide Behavior Plan**

Our policy at Art City Elementary School is to make school a fun, safe place where students can learn and grow. Our school-wide behavior plan is designed to accentuate positive behavior and eliminate negative behaviors.

**Social Skills and School Rules:** We know that our students are young and just learning how to behave appropriately in a large group. Therefore, we are going to help students acquire skills that will enable them to be productive in school.

#### **School Wide Expectations:**

1. I am SAFE when I:
  - a. walk quietly
  - b. keep hands, feet and objects to myself
  - c. use Stand Strong Behaviors
2. I am RESPECTFUL when I:
  - a. am kind
  - b. take care of school property
  - c. listen and follow directions quickly
3. I am RESPONSIBLE when I:
  - a. am on time and ready to learn
  - b. am where I am supposed to be
  - c. am a peace maker

#### **Stand Strong Skills:**

If you feel you are being bullied:

- Ask them to STOP.
- WALK away
- TALK to someone, a teacher or a parent.

If you are asked to stop a behavior:

- STOP what you are doing.
- BREATHE – take a deep breath.
- WALK AWAY – go about your day, apologize or drop it.

#### **Social Skills:**

1. Respectfully resolve differences.
2. Make good choices.
3. Accept responsibility for my actions.

#### **Ticket System:**

Tickets will be given if a student repeatedly violates a school rule. Fighting and extreme behaviors may result in an automatic school ticket. Parent/guardian must sign the ticket and return it the following school day.

- First Ticket: The student will discuss with the teacher the reasoning behind the ticket and parents will be notified.
- Second Ticket: The student will visit with the principal and call home. The student may be asked to participate in the Skill Building program, which helps students develop behavior skills and set goals to improve behavior.
- Third Ticket: Parent/guardian will be contacted and asked to visit with the student and principal. The student may be asked to participate in the Skill Building program. Student may receive in school or out of school suspension.
- Four or more: This is considered excessive and could result in a behavior intervention plan or suspension. Parent/guardian will be contacted.

### **Bullying:**

Art City is a No Bully School. We encourage positive behavior with positive reinforcement and incentives. We expect students to follow the Stand Strong Program. Art city will follow the Nebo School District Prohibition of Bullying, Hazing, and Retaliation, policy number JDD-GBEA.

For more detailed information regarding the discipline policy at Art City, please click the link under handbook on our school web page. (artcity.nebo.edu)

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### **Art City Safe Route Instructions:**

- Art City Elementary is a walking school. It is recommended that students walk to school and follow the safe walking route plan as indicated on the map located on this web site.
- It is recommended those students who walk to school will walk in groups.
- It is recommended that parents walk the safest route with their children before school begins.
- Parents and school employees will help students understand the importance of using crosswalks and crossing at intersections designated with a crossing guard when possible. The crossing guard will be at 900 East Center from 8:20-8:55 A.M., 11:15-12:35 P.M. and 2:40-3:15 PM daily.

### **Parents transporting students to school must comply with the following:**

- **Parents must drop off and pick up students in the designated areas in the front of the building.**
- **Parents must stop on the right hand side of the lane and leave the left side of the lane open for traffic flow.**
- **Parents must NOT leave their car parked in the drop off lanes (they must pull in a parking stall if they need to leave their vehicle).**
- **Parents must NOT block the crosswalk in front of the building.**

### **Drop Off/Pick Up:**

- All parents will drop off and pick up their students in the front of the building.
- Do not leave vehicles unattended in the drive thru lane. If you need to enter the building, please find a parking stall.