

# Student Handbook

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## Foothill Elementary

Home of the Falcons

820 North 100 East  
Brigham City, Utah 84302

[www.foothill.besd.net](http://www.foothill.besd.net)



### **Mission Statement:**

“We will ensure high levels of learning for all students.”

## School Schedule

First bell rings at 8:25 - Tardy bell rings at 8:30

Mon, Tue, Thur, Fri	8:30 - 3:00
Wed Only	8:30 - 2:00

Kindergarten AM	
Mon, Tue, Thur, Fri	8:30 - 11:40
Wed Only	8:30 - 10:40

Kindergarten PM	
Mon, Tue, Thur, Fri	11:50 - 3:00
Wed Only	11:50 - 2:00

Breakfast is served beginning at 8:00 and is free for all students. Please enter through the front door.  
Breakfast for visitors is \$1.90

Lunch Prices:  
\$1.90 for students  
\$3.75 for adults  
Milk only is \$0.50

Applications for free and reduced lunch are completed online at [besd.net](http://besd.net). Please see the office if you need assistance.

# Foothill Foundations

## Our School Vision:

- We respect and value all, as evidenced by how we celebrate people consistently.
- Partnerships between home and school are established, and improved student learning occurs.
- Every day we care, and every day we try. We see each student as an opportunity each day.
- We will meet the team goals established for each student by May.

## School-Wide Rules:

1. At Foothill we follow directions the first time given.
2. At Foothill we keep our hands, feet, mouth, and objects to ourselves.
3. At Foothill we put people up, not down (be a bucket filler).
4. At Foothill we will always be in the proper place.
5. At Foothill we walk in the building always.
6. At Foothill we use all materials and equipment properly and safely.

# School Policies and General Information

## 1. Attendance and Tardies:

Daily attendance is crucial. Foothill Falcons should be here on time every day! Please help your child arrive at school each day and teach them the importance of being punctual. **Any child arriving after the tardy bell (8:30 a.m.) must check in at the office before going to class.**

## 2. Arrival/Dismissal:

Students should arrive no earlier than 8:00 A.M. and be picked up no later than 3:15 P.M. We are not able to provide supervision before and after these times. Your cooperation in this is greatly appreciated.

## 3. Safe School Policy:

Foothill Elementary adheres to the Box Elder School District Safe Schools Policy. This policy is included in this handbook. Please take time to review this policy with your child (refer to page 8).

## 4. School Visitors:

We welcome visitors at Foothill. However, we do require all visitors to check in at the office to receive a visitor's badge. This badge will let students and staff know that you have checked in and they are safe, so please keep it visible. You are encouraged to come and volunteer as often as possible, but we do ask you to pre-arrange your visit with the teacher.

## 5. Skateboards, Scooters, Rollerblades and Bicycles:

Skateboards, Scooters, rollerblades and bicycles may be ridden to and from school. Once students are on school property, they should get off and walk. Bikes/scooters should be parked in the bike racks provided.

## 6. PTA Supports:

Foothill PTA is an excellent and supportive organization. We strongly encourage you to contact the PTA to join and help serve in any way possible (Contact Jesse Fromm at 435-237-9219). PTA is a critical part of our school and the more volunteers, the more opportunities we give our Falcons!

#### 7. **Read 20 Minutes a Day:**

Reading is the key to successful educational experiences and to a successful life. Please use our take-home library, our school library, and the city library! Please make reading a priority every day by reading with your child for at least 20 minutes.

#### 8. **Medications:**

Medications that are required to be taken during the school day **MUST** be administered according to Board Policy 5065. Parents/Guardians are required to fill out a Request for Administration of Medication form in the office. Please **DO NOT** send medications with your child to school. We are happy to work with you individually to administer any medication that may be needed.

#### 9. **School Breakfast and Lunch:**

Breakfast is served daily and is free for students. We encourage those who wish to take part to do so. The cafeteria offers two different entrée choices. (*Note: Applications for free/reduced lunch need to be completed through the district office*). **Any outstanding food accounts that are not promptly resolved will be sent to a collection agency.** Parents may submit payments for lunch through the school website.

#### 10. **Lost and Found:**

**Lost and found articles are kept for one month.** Any remaining items will be donated to good will. Please label all coats, gloves, hats, and backpacks with your child's name.

#### 11. **Address/Telephone/Email Changes:**

Please notify the school of address, email, or phone changes as they occur. This helps the school in the event of an emergency and ensures that your child will always be able to contact home.

#### 12. **Phone Calls:**

Children may use the phone in emergencies. Calling home to see if he/she may go play at a friend's house is not an emergency. Please take care of after-school plans before school starts.

#### 13. **Student Progress Reporting:**

An official progress report will be sent home each trimester. However, parents may monitor student progress as often as desired by accessing the PASSPORT link under "Families" on the district website.

#### 14. **Checking Students Out of School:**

In order to ensure the safety of our Falcons, we require all students to be checked out through the office. Our teachers will not release any child directly, even to a parent, without office notice. Anyone other than the child's custodial parent must have their name on the child's ID card (to be completed at the beginning of the year) in order to check the child out of school. In the case of an emergency, the parent/guardian will be contacted by phone. Thanks for your support in this matter! We want to keep each child at Foothill safe.

#### 15. **Verifying Absences:**

All absences, including sickness, vacation, emergencies, etc. must be verified by calling the school office. Please notify the school *before* any scheduled absences whenever possible

#### 16. **Bus Arrangements:**

Please make bus arrangements with your child before they come to school. Children need a permission note from a parent to ride the bus to a different stop or ride the bus home with a friend if they do not usually ride the bus.

# Emergency and Safety Information

## Emergency Plan

- If a critical or dangerous situation occurs at school, the staff has been trained in lockdown procedures.
- Students/Staff at Foothill practice safety drills regularly.
- Each classroom has an “emergency bucket” containing basic first aid materials and student lists.
- All parents must provide reliable emergency contact information to the school at the beginning of the school year and update the information as needed.
- If it becomes necessary to evacuate the school, we will generally evacuate to the back playground (See below).

In case of emergency DO NOT CALL THE SCHOOL. You will only tie up the phone lines and slow the response time needed to ensure students’ safety.

If the building is not safe students will be relocated as follows:

**1st**– Students released directly from school grounds to parent or emergency contact.

**2nd**—Students walk to LDS chapel located at 620 N 300 E and then released as above.

**3rd**—Students will walk to Discovery Elementary, or other safe and appropriate destination to be posted on the school front doors and then released as above.

# Box Elder Safe School Policy

Box Elder School District is committed to fostering an environment in the public school for students, staff, community, neighbors, and visitors which is safe, conducive to the learning process, and free from unnecessary disruption. A safe school environment includes the school and grounds during school hours, district-provided transportation, and school-sponsored activities. The following policy and guidelines have been created for this purpose in accordance with Utah State Law.

## **A. Students shall:**

1. Be given notice of applicable rules of conduct.
2. Comply with applicable rules of conduct as well as all federal, state, and local laws and ordinances.
3. Show respect for others and obey persons of authority.

## **B. Students shall not, at school or any school-sponsored activity:**

1. Possess, use, sell, or attempt to possess, use, or sell any of the following:
  - Any firearm, weapon, knife, explosive, fireworks, chemical weapon, flammable material, martial arts weapon, or other instrument including any which ejects a projectile.
  - Illegal drugs, alcohol, or other controlled substances, dangerous to persons or property, or any replica or facsimile of any of the above, regardless of intent whether functional or nonfunctional.

2. Cause, attempt, threaten, or conspire to cause damage to an individual or personal or real property. Examples include the following:

- Creating a situation of imminent danger to a person or persons, individually or in groups, through: arson, burglary, larceny or stealing, criminal mischief, battery, assault, harassment, vandalism, or hazing
- Participation in any activity which violates an applicable school rule or federal, state, or local law or ordinance, or disrupts normal school proceedings or through threats of participation in any plan or conspiracy relating to the foregoing

3. Continually and willfully disobey and persistently defy proper authority.

4. Use language that is profane, vulgar, obscene, inflammatory, or fraught with sexual connotations or overtones.

**Students found violating this policy involving weapons:**

1. Following parent notification, the student will be immediately suspended until the parent is able to conference with administrators.
2. In extreme or dangerous situations, the student may be released to law enforcement personnel.
3. Due process procedures under Policy #5005 will be followed.

**Students found violating this policy not involving weapons:**

1. The administrator will conference with the student.
2. Parents will be notified and invited to a conference.
3. Appropriate action will be taken consistent with school and district policies, and state and federal laws, including laws specific to students with disabilities.

## School Entry Policy

Upon enrollment of a student for the first time in a particular school in the district, State Law requires that a parent or adult guardian must provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age. By State Law, children must be up-to-date on their immunizations. A copy of immunization records must be on file in the school.

## Internet Safety

In addition to keeping our children healthy and strong, we want to keep them safe in today's technological world. As adults, we must do all we can to educate ourselves and our families about the dangers in our world around us.

We strongly encourage families to take time to register with the Utah Child Protection Registry at [www.kidsregistry.utah.gov](http://www.kidsregistry.utah.gov). This free Utah.gov service offers protection for email addresses, mobile phone numbers, instant messenger usernames and fax numbers. Under Utah law, marketers of adult-oriented products must remove registered addresses from their sending lists at least every thirty days. Registrations last two years and may be renewed at any time.

The school provides yearly internet safety training via the NetSmartz Kids program.

# Foothill Discipline Plan

It is our expectation that Foothill Falcons will follow the rules. Students who make good choices will be rewarded and recognized. However, students sometimes make poor choices and do not follow the rules, and the following plan has been established. Every month every child's slate is wiped clean.

**Initial behavior issues will result in a "Change of Behavior" ticket.** These are small white and yellow carbon slips given to students. The white copy goes home to parents, the yellow copy stays with the staff member.

When 2 change of behavior tickets have been given for the same type of incident, then on the 3rd occurrence, an office behavioral slip will be completed and sent to the office with the 2 yellow slips stapled to the behavioral slip.

## Office Behavioral Slips

These slips have a white (student), yellow (teacher) and pink (office) copy. When students receive one of these slips, the school will do the following:

**First Office Behavior Slip:** Teaching/reinforcing of expectations and rules occurs. The student takes the slip home to be signed by parents.

**Second Office Behavior Slip:** Students will attend Falcon School during lunch where they will participate in a life skills think time with the Counselor or Principal. They will also do a think time sheet and read some life skills literature to fit the infraction. Parents will be contacted by the Principal.

**Third Office Behavior Slip:** On the third infraction for level 3 behaviors, all of the above will occur and the principal will contact the parents for a conference. The students will also be required to attend 2 days in Falcon School.

**Fourth Office Behavior Slip:** Parent(s) will be contacted. They will receive 1 day of in-school suspension. On the fourth infraction all of the above will occur as well as a loss of playground privileges for one week or until the student can demonstrate proper behavior (only supervised breaks will occur). A behavioral contract will be created with principal, teacher, parent, and student. The student will not participate in any of the school-wide activities for that month.

**Fifth Office Behavior Slip:** On the fifth infraction, all of the above occur again and a principal, parent, teacher, and student conference will be held. This is counted as a severe referral. The next step will be determined during the conference. Additional days of out-of-school suspension will be utilized for severe infractions.

In an emergency situation, the student will be brought straight to the office

# Anti-Bullying Policy

Everyone at Foothill is committed to making our school (including school bus and all school-sponsored activities) a safe and caring place for all students. We will treat each other with respect, and we will not tolerate bullying in any form. Our school defines bullying as follows:

**Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or excludes someone on purpose.**

## **Examples of bullying include:**

- Hurting someone physically
- Taking or damaging another person's belongings
- Ganging up on someone
- Teasing someone
- Using put-downs, such as insulting someone's race or gender
- Touching or showing private parts
- Spreading rumors or gossiping about someone
- Excluding someone or trying to get other kids not to play with him/her

## **Staff at Foothill Elementary will do the following:**

- Supervise students in the school and on the playground
- Watch for signs of bullying and stop it when it happens
- Educate our children about violence prevention, anti-bullying practices and teach appropriate social/emotional skills
- Respond quickly and sensitively to bullying reports
- Take parental concerns seriously
- Look into all reported bullying incidents
- Document all bullying incidents
- Assign consequences for bullying based on school discipline guidelines
- Provide immediate consequences for retaliation against students who report bullying.

## **Students at Foothill Elementary will do the following:**

- Treat everyone respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play
- Report bullying to an adult immediately

Students who participate in bullying behavior will receive interventions and consequences based on the school's discipline plan (see above).

# Illness Policy

Please use your best judgment in deciding with your students when it would be best for them to stay home when an illness develops. Communicable diseases are most infectious at the beginning. Below is a list of suggested reasons for keeping your child home:

1. Temperature of 101 degrees or higher.
2. Nausea, vomiting or severe abdominal pain, diarrhea.
3. Persistent discharge from the nose that is not clear.
4. Sore throat, acute cold or persistent cough.
5. Red, inflamed discharging eyes.
6. Severe skin rashes or eruptions.
7. Swollen glands around jaws, ears, or neck.
8. Suspected scabies, impetigo, lice or other parasites.
9. Earache
10. Any skin lesion in the weeping stage.
11. Any other symptoms suggesting acute illness.

Any child with an infection treated with a prescription antibiotic or ointment may return to school after 24 hours if medication is given on prescribed schedule.

Please remember to verify any absences with the main office by 9:00 a.m.

# Learning Environment Policy/ Dress Code

The staff at Foothill is committed to providing the best potential learning environment for our students. Classrooms and other areas must be as free from distractions as possible. Students will be placed in the best possible atmosphere, and will be strongly encouraged to learn. Attitude and behavior are strongly correlated with the language and dress of children. Situations in which students are uncomfortable, distracted, or embarrassed by language, action, or dress of another student must be avoided. With these goals in mind, the following positive guidelines have been established to protect all students and to provide the proper learning environment:

1. Students should not use abusive or obscene language or make obscene gestures.
2. Students should not engage in fighting, intimidating behavior, sexual harassment or racial comments.
3. Students should treat other children and adults with respect, courtesy and kindness.
4. Students will follow the school rules of conduct.
5. Radios, CD players, ipods, mp3 players, lasers, trading cards, fidget spinners, video games, electronic toys, or large amounts of money are not allowed at school. If these items are brought to school, they will be held by the teacher or in the office until a parent picks them up. Items such as these are easily lost, broken, or stolen.



6. Student cell phones are not to be used in the school. If a student brings a cell phone to school, it must be held by the teacher or the office and not accessed during school hours. If a student chooses to use his/her cell phone, it will be taken to the office where a parent will need to pick it up. A phone in the office is available for student use.

7. Students will dress in such a manner as to avoid being embarrassed and or a distraction to others. Hairstyles and personal cleanliness are left to the good judgment of parents. Items of apparel which must be avoided include:

- Clothing, symbols, decals, tattoos, or facsimiles that are used or perceived by others to be identified with gang membership or territorial ownership.
- Any clothing or item which may cause injury to students or to the school building or grounds, including shoes with wheels in them.
- Clothing or property which advertises drugs, alcohol, tobacco, pornography, or profane or obscene language.
- See-through clothing, bare midriffs, short shorts, spaghetti straps, low-riding pants, or any other clothing item which can cause embarrassment or distractions.
- Hats, caps, sunglasses, visors, bandanas or any other head covering may not be worn in the building.
- Appropriate shoes for PE and weather are required (flip flops and high heels are not appropriate for PE).