

Loa Elementary

PO BOX 130
Loa, Utah 84747
(435)836-2851
(435)836-2335 Fax

Cherie Blackburn, Principal

Carrie Brinkerhoff, Secretary

Mission Statement

Our mission is to play a vital role in developing college and career ready individuals who will become positive contributors to our society.

Academic Excellence

We envision a school where all students can learn and flourish in a supportive environment.

- ❖ We provide highly qualified teachers with a unified vision.
- ❖ We utilize the Utah Core academic standards to teach students essential learning skills in preparation for post-secondary education and careers.
- ❖ We maintain high expectations of our school by using challenging, differentiated, and creative learning opportunities.
- ❖ We have consistent, high expectations with the belief that every child can learn and make appropriate rate of improvement.
- ❖ We cherish the idea of "how" to think, rather than "what" to think.

Positive and Productive Learning

We envision a school where everyone exhibits positive behavior and self-motivation while contributing to a safe learning environment.

- ❖ We follow through with consistent expectations.
- ❖ We are considerate and are respectful to everyone.
- ❖ We believe the best in all people.
- ❖ We provide meaningful, positive, and timely feedback to students.
- ❖ We have behavior interactions with each other in private, when consequences are needed.

Parental Involvement

We envision a school where teachers, parents, and students work together to support learning.

- ❖ We recognize that parents are the key to student's success.
- ❖ We believe that open communication between school and home is important to the success of our educational program.
- ❖ We welcome and invite parents, and members of the community, to volunteer and participate in school activities.
- ❖ We encourage parents to be actively engaged in their student's education.
- ❖ We know that by working together all students can have a successful and appropriate education.

LOA ELEMENTARY SCHOOL

100 EAST 64 SOUTH
LOA, UTAH 84747

CHERIE BLACKBURN

CARRIE BRINKERHOFF

PRINCIPAL

TELEPHONE (435) 836-2851

SECRETARY

August 18, 2016

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Loa Elementary School, home of the Falcons. The faculty and staff join me in saying we are happy to begin a new and exciting school year. We have all been working hard to help make this a successful and satisfying year for you. I can assure you that all of us at Loa Elementary are committed to providing excellent academics in a nurturing environment.

The pages of this handbook are filled with important information regarding school policies and procedures. This information is critical to creating a positive environment. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading this handbook, please call the school office at (435)836-2851. I feel that open and clear communication is important to the success of our educational program.

We welcome your participation and support during the school year and invite you to volunteer in our school. By working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students. Welcome Falcons to another awesome year!!

Sincerely,

Cherie Blackburn

Principal

Falcons Stand For

Fairness, Caring, and Citizenship

Academic Achievement

Love for Learning

Core Standards

Opportunities for Student Success

Nurturing Staff

Student Centered Learning

CHARACTER COUNTS

"Character is doing the right thing, even when no one is watching"

Character education and social skills instruction will be provided to all students throughout the year. Our instruction will focus on nine different characteristics to help students gain increased personal responsibility. Each month, we will focus on a school-wide characteristic. Parents are encouraged to reinforce these character education concepts at home.

Month	Theme
September	Citizenship
October	Responsibility
November	Cooperation
December	Character Building
January	Friendship
February	Manage Emotions
March	Respect
April	Honesty

Loa Elementary Code of Conduct

In order to be the kind of members of society that will be productive and contributing, certain standards of conduct must be adhered to. Students at Loa Elementary will show good character by:

Be Respectful by being good listeners, treating others the way you want to be treated, allowing others to be different, respect the learning of others, acknowledging others ideas, respect for teachers and other adults in the school, as well as for school property and the private property of others.

Be Responsible by taking care of our own behavior and accepting outcomes of our decisions.

Be Safe by keeping hands and feet to selves, walking quietly in the hallways and common areas, using materials and equipment appropriately, and to refrain from any kind of behavior that could harm himself/herself or another person physically, mentally, or emotionally.

Be Successful by arriving to school on time, being present for daily classroom instruction, being accountable, actively participating in learning opportunities, keep trying, and completing assignments.

We recognize that it is inevitable that there will be violations of the code of conduct. There will be consequences for those violations. Some consequences will occur naturally, some will be imposed as a result of the student's actions. Consequences that are imposed will be discussed with the student and the parents (where the violation is of a serious nature). The consequences may include a range of options including, but not limited to, loss of privilege, time out, in school suspension, or expulsion for certain violations of the safe schools policy.

Students are expected to accept consequences in a respectful manner and follow through on them with integrity.

In class, we demonstrate and expect students to demonstrate:

Mutual Respect

Attentive Listening

Appreciation

Personal Best

School Wide Rewards

Students who choose to follow the school rules and behave appropriately will be rewarded in many ways.

Important Policies to Know

Parents may access complete school district policies on the Wayne School District website www.waynesd.org under files and documents.

School Hours

Students may enter the building at 7:50 am. For the safety of your student, please have them arrive at the appropriate time and encourage them to leave immediately after school. School begins at 8:05 am and dismisses at 2:50 pm, Monday through Thursday. Friday we dismiss at 12:05 pm. Kindergarten begins at 8:05 am and dismisses at 11:05 am, Monday through Thursday, and 12:05 pm on Friday.

School Rules

Students are expected to use GOOD manners at all times. Loa Elementary students are expected to follow all school rules to safeguard their health and safety and to promote a positive learning environment. Children have the right to attend school without fear of physical or emotional harm. Our desire is to create a school atmosphere that is kind and caring, yet has rules that are firm, fair, and consistently enforced. It is important that students know that breaking rules will bring consequences. Our goal is to emphasize that we all live together and those who choose to disregard rules will be dealt with fair and firmly.

School Privileges

School privileges include recess, assemblies, class parties, extra activities and field trips. Students earn these privileges by completing classroom assignments and by demonstrating self-control in the more structured areas such as the classroom and the less structured areas such as lunch and recess. These privileges can be lost when students choose not to demonstrate behavior that inhibits learning and/or creates an unsafe environment for others.

Automatic Suspensions/Expulsions

The Utah Code states that students may be suspended or expelled from school for any of the following reasons:

- ❖ Frequent or flagrant disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane or abusive language.
- ❖ Behavior that poses an immediate threat to the welfare or morals of other students or school personnel.
- ❖ Possession, control, distribution or use of an alcoholic beverage.
- ❖ Possession, control, actual or threatened use of a real, look alike or pretend weapon, explosive, or noxious or flammable material.

- ❖ Sale, control or distribution of a drug or controlled substance.
- ❖ Possession of drug paraphernalia.

Parent/guardians will be contacted immediately upon student involvement in above behaviors.

Attendance

The value of daily attendance at school cannot be overstated in a student's overall educational experience. Frequent absences can seriously disrupt the learning process for everyone. In addition, the loss of teacher instruction cannot be fully regained. Parents are required by law to see that their children attend school daily with the exception of illness or special events. Please notify the school at 836-2851 when your child is going to be absent. Utah State's Compulsory Attendance Law mandates school attendance.

Tardies

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. Any child who is not seated in the classroom after the 8:05 am bell has rung is considered tardy. All students who arrive late must report to the office before going to class. State law requires attendance to be taken once a day. If your child comes in after roll is taken, they may be marked absent.

Check-Out Policy and Procedures

All students leaving the school grounds must check out at the office. Parents or legal guardian must come to the office to sign him/her out. Teachers are not allowed to check a student out from their class without being notified by the office. Students will be released only to parent, legal guardians, or other adults specifically named by parents on the student registration form.

School Visitors

We are proud of our school and welcome visitors to share in our pride. For the safety and wellbeing of our students and staff, we ask all visitors to enter the school through the front door and check in at the office. Interruptions to the classroom during instruction time need to be kept to a minimum. Persons needing to talk with a teacher need to make arrangements before or after school.

Volunteers (We love them)

Parent volunteers give innumerable hours of service to teachers and students each year. Academic achievement for individual students is higher because of volunteer dedication. We encourage all parents to sign up for a time to volunteer in your child's

classroom. Please contact your student's teacher or the school office and volunteer time at the school.

Parental Involvement

We have an open door policy at Loa Elementary and encourage parents to communicate often with the school and staff if questions or needs rise. Parents' sustained interest in their child's academic and social experiences at school can be a great motivation for learning. Let your child see and feel that we are working together in every way to make this a terrific year. In collaboration with parents, Loa Elementary has developed a School Parental Involvement Policy. This policy will be available on our school website.

Bringing Friends and Relatives to School

Because of disruption and distractions we ask that visiting friends and relatives not come to school with your child.

School Fees

Utah State Law prohibits the charging of fees in elementary schools for the following items. No fees are charged for textbooks, equipment or supplies, field trips, assemblies, enrichment programs, snacks (other than food or drink supplies through the school lunch program), or anything else that takes place during the regular school day. The law does permit the solicitation of donations or contributions for the above activities.

School Lunch

Hot lunch is served Monday through Thursday. A menu is emailed home and available on our website.

Prices are as follows:

Regular	Reduced	Adult
\$2.25	\$0.40	\$3.45

Extra milk may be purchased for \$0.30.

Applications are available for free or reduced lunch on the District website. Free and reduced lunch applications need to be resubmitted and approved every year.

Lunch money needs to be paid in advance. There will be a no charge policy. The school office will contact parents by email, phone, text, or written notice to notify of delinquent accounts. If balances are not paid students will receive an "alternate meal", until balances are paid in full. You may access the complete policy on the District website.

Treats/Snacks (brought to school for others)

Federal laws prohibit homemade food items to be brought into the schools. Food and treats brought to the school by parents or students for birthdays and parties must be purchased from a store or bakery. Parents may bring a small treat to school for their child's birthday. Please make prior arrangements with your child's teacher before dropping off the treat. Individual birthday parties are not allowed at school, the classroom teacher determines other parties.

Money

When you send money to school with your child, please put it in an envelope, seal it and write the following information on the outside: the child's name, classroom teacher's name, grade level, amount of money and what it is for.

Health and Safety

By Utah State Law the Elementary School will conduct screenings for vision. The school nurse will conduct the vision screenings for all grades. A referral letter will be sent to you if your student does not pass the screening. It is up to you to then have your student evaluated further by your health care provider. If you do not want your child screened for vision, please send a written notice to the school.

Please be aware that some communicable illnesses may require treatment, or a note from a doctor, before returning to school. These cases are generally treated on an individual basis.

Medications and Immunizations

Utah law states that medications may only be administered to a student by school personnel if the student's legal guardian has provided a current written and signed request by a physician or appropriate medical provider. Students with asthma are now able to carry an asthma inhaler with them if the proper paperwork is filled out by parents and physicians. All forms must describe the exact method, amount, and time schedule for administration. Please see our office staff to pick up a complete policy and medication authorization form.

Utah State law requires students who are not current on immunizations be excluded from school until they are in compliance or have an immunization exemption form on file (these forms may be obtained at the local health department). New students and students entering kindergarten are required by the state to show an official birth certificate, proof of immunization or completed exemption form before they can attend class. Please check with the office staff if you have any questions about this policy.

Updating Student Information

Please notify the school of address, phone number changes, and emergency contact names as soon as they occur. Parents can also update student information on Aspire. This helps the school in case of an emergency or sickness and ensures that your child will always be able to contact you.

Parent/Teacher/Student Conferences & Report Cards

Parent Teacher Conferences are scheduled twice a year, fall and spring. Parents may also request additional Parent Teacher Conference at any time throughout the year to discuss student's progress or any concerns.

SEP conferences are scheduled twice a year. During this conference, teachers, parents, and students will develop a student educational plan. Plans are developed in September, and then reviewed in May to determine whether or not the goals were met.

Report cards are sent home at the end of each term, four times per year. Midterms are sent out four times per year. Parents may access grades at any time on Aspire. Teachers are required to update Aspire weekly.

Dress Code

Because learning is our number one priority, students' dress and grooming should not interfere with the teaching and learning process or cause undue attention to an individual. Students at Loa Elementary are expected to dress modestly and conform to personal cleanliness standards. Students breaking dress code will be asked to call home or to make adjustments at school until dress code is met. This policy will be available on our school website.

School Pictures

Individual student pictures will be taken during the school year. The purchase of these pictures is optional. All students will have a picture taken for school information and records.

School Telephone Usage/Student Messages

Students will be allowed to use the office phone for school-related business and emergency calls only.

Calling the secretary just before school ends and asking her to deliver messages is quite difficult. Please make every effort to have your child's arrangements to go home with friends or conduct other non-school related business at home or before school.

Transportation

A complete copy of bus rules and discipline can be found on the District website.

Textbooks and Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for.

Lost and Found

Each year a large assortment of clothing, sports equipment, lunch boxes, etc. are left unclaimed at the school. Lost and found items are kept for one term. Please take the time to clearly label your child's belongings with his/her name. This will help us return lost or misplaced items to your child in a timely fashion.

Bicycles, Skateboards, Rollerblades, and Scooters

Bicycles should be parked in the bicycle racks provided at school. It is recommended that they be locked for safety and security. The school is not responsible for lost or damaged bikes. For safety reasons, the use of bicycles, skateboards, rollerblades, scooters, and pogo sticks are not permitted during school hours.

Cell Phones and other Valuable Property

In order to avoid disruption of the educational environment and protect students' right of privacy, student possession of cellular telephones or other electronic devices that are used to communicate or receive signals are allowed only under the following conditions:

1. Students may store their phone in their assigned designation or back pack during school hours. Phones must be turned off.
2. Students may use cell phones for after school activities.

Violation of the cell phone/electronic device policy will result in:

First offense.....Phone/electronic device confiscated and returned at the end of day.

Second Offense.....Phone/electronic device confiscated and returned to parent/guardian.

Third or Severe Offenses....Phone/electronic device confiscated and returned to a parent/guardian, the student will be disciplined, and phone privileges removed.

Severe Offenses include but are not limited to:

- ❖ Text messaging that contains inappropriate content, profanity, intimidation, threats or other actions that could be classified as cyber-bullying.
- ❖ Cheating on tests.
- ❖ Taking or showing inappropriate picture or photographs.

- ❖ Calling outside groups or individuals to participate in inappropriate activities.
- ❖ Refusal to relinquish any electronic device to a person of authority.

The school and District will not be responsible for preventing theft, loss or damage to cell phones or any other electronic device brought to school.

Internet and iPad Use

Internet and iPads are used as a tool in each classroom to enhance student learning. Technology can be a great educational benefit and can help children learn in many ways when it is used appropriately.

If a student is using an app or the Internet in an inappropriate manner, this content will be turned off and no longer accessible for use. The teacher and/or principal will determine a specified time for lost privileges. If problems continue, student will lose iPad privileges completely and will have to work with the teacher to find other means of completing work.

In the event that an iPad is damaged due to improper handling, there will be a \$75.00 replacement/repair charge.

Parents and students are required to complete a student account agreement prior to using the Internet. You can review the District Student Internet Policy on the District website or you may ask for a hard copy at the school office.

Student Government and other Leadership Opportunities

Student Government is a leadership opportunity that is offered to fifth grade students. This council is under the supervision of the principal. Each month, two students from both fifth grade classes will be referred to the principal, by the classroom teacher. Students will help with morning messages, plan school activities/assemblies, and share information with the other students at Loa Elementary. Students work hard to earn this privilege. Not everyone in the class may have the opportunity to serve on the council due to their behavior and classroom work.

Students' grades K-5 that demonstrates great character and quality work will have a chance to be spotlighted for the month.

Family Education Rights and Privacy Act, Individual with Disabilities Education Act, and Section 504 Acceptance of Disability

A complete copy of these notices can be found on the District website.

Safe School Policy

Wayne School District has a safe school policy which is intended to provide each student the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary distraction. This policy will be available on our school website.

Bullying

Loa Elementary faculty and staff are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. Bullying hurts and no one deserves to be the victim of bullying. Everybody has the right to be treated with respect. Loa Elementary has the responsibility to respond promptly and effectively to issues of bullying. If bullying does occur, all students should be able to tell a faculty or staff member and know that incidents will be dealt with promptly and effectively.

Grievance Process

All students and parents are entitled to be treated fairly and equally by all employees of the school. If concerns arise, parents and students should try to resolve them first with the child's teacher. If these efforts do not provide a satisfactory result, the matter should be presented to the school principal. If successful resolution is not achieved at this point, parents should appeal to the Superintendent.

Title I

As a Title I school we are committed to close the achievement gap for all students. Title I funds are used to provide help for small group instruction in the classrooms. Loa Elementary has developed and implemented a Title I plan. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on Utah State academic achievement standards. If you would like access to this plan, please contact the office for further assistance.

School/Community Site Council

State legislature mandates the formation of a school/community site council at every school building. Our site council is comprised of the school principal, multiple parents, and two teachers. The site council reviews Loa Elementary test scores and helps formulate a school improvement plan based on areas of strengths and weaknesses. Council members decide how School Land Trust funds are spent, which in return helps to increase student achievement. This council meets once a month. The meeting is open to the public and the time is posted on the school website. Community council members can serve on the council for a minimum of two years. New council members

are elected at the beginning of each school year. If you are interested in running for a position on this council, please contact the school office.

Homework and Tutoring

Homework is an important learning tool for students and a great way for parents to know what their student is learning at school. Homework will be assigned as needed in order for students to achieve maximum growth and development. Assigned homework will be purposeful and meaningful to students. Students who are not prepared may be referred to study hall, which is held during lunch time. Other opportunities for students to excel will be offered during lunch, as well as throughout the day. If the classroom teacher feels like a student is not mastering a particular concept that was taught, they may refer the student to after school tutoring. This program will be offered each Wednesday from 3:00 pm to 4:00 pm. This time is also available for parents who want help. After school tutoring is only available based on school/teacher referral or by appointment. Teachers, as well as the principal, are always available Monday-Thursday, from 3:00 pm to 4:00 pm to answer any questions you may have. It is recommended that you make an appointment to avoid conflicting schedules.

Read 20 Minutes Each Night

Reading is the key to a successful educational experience and to a successful life. There is no joy that can compare to getting lost in a really good book. We want all of our students to experience success as readers. Research shows that more time spent reading is associated with better reading achievement and overall academic success. Please make sure your child knows that you value reading by setting aside 20 minutes each night for reading.

Have Fun!

Have fun at Loa Elementary! A school should be a place where students LOVE to come. We will work every day to promote a friendly and happy environment that is conducive to learning.