

Welcome To
Twenty Wells Elementary
School



ESTABLISHED 2022
HOME OF THE TIGERS

Student-Parent Handbook

Acknowledgment

Dear Students, Parents, and Guardians:

Welcome to Twenty Wells *Elementary School*! Our entire staff is excited and happy to welcome your child(ren) to our brand new school! We are elated to create a new culture together as we embark on a new journey together. Our excellent teachers and staff are very excited to help all of our students to learn, and we are committed to helping each student achieve his/her potential. We anticipate a spirit of pride at *TWES* as we work together in building our school community.

We realize that schools are created to serve and to educate students. We intend to maintain high standards of excellence and to establish high expectations for student achievement. With these goals in mind, we anticipate a very productive and rewarding school year. Each of our teachers offer unique educational experiences that will help students to learn and grow, as well as to develop intellectually, socially, physically, and emotionally.

As a staff, we will also teach and practice basic social skills. We believe that everyone who has been taught to demonstrate appropriate social skills will be better prepared to excel academically. All students and staff members need to contribute to and help maintain a safe school environment which is conducive to learning, developing individual responsibility, and providing mutual respect.

We also recognize that the parent is the primary educator of the child, and we encourage you to participate and to get involved in the activities at our school. We believe that "it takes a village to raise a child," which includes a combination of home, school, and community members working together, resulting in a more effective and positive educational experience for all of our children.

In this online handbook, you will find a list of staff members, a daily schedule, a school calendar, dates for Parent-Teacher conferences, school policies, and other useful information. Please use this online handbook as a reference throughout the year.

Thank you for your interest in and support of *Twenty Wells Elementary School*. We wish you all the best of luck as we embark on a successful new school year!

Sincerely,
Jeff Zaleski
Jeff Zaleski, Principal
Twenty Wells Elementary School

I have reviewed and agree to following the expectations and procedures outlined in this handbook:

 2024-2025 TWES Parent-Student Handbook.docx

Parent Signature: _____

Student Signature: _____

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District Information and Policies:

1. Tooele County School District Calendar
2. Superintendent's Letter
3. Fee Waiver
 - School Fees Notice
 - Fee Waiver Application
4. Policy 8017 – Student Records - Family Education Rights and Privacy Act (FERPA)
5. Policy 5021 - Compulsory Attendance - Utah Code
 - Attendance Letter-1st Notification
6. Policy 6001- 6034 – Philosophy of Safe School Conduct and Discipline
7. Policy 5033 - Section 504 Rehabilitation Act and Americans with Disabilities Act
8. Policy 5031 - Personal Technology and Communication Devices
9. Policy 5028 - Student Bus Transportation
10. Policy 5045 - Athlete and Student Concussion and Traumatic Head Injury
 - Consent Form (Elementary)
11. Policy 5005 - Tobacco/Nicotine Free District - Applies to Students (Pre-kindergarten Through Grade 12), District Employees, Schools, Parents, and Visitors
12. House Bill 162 – Period products

Expectations of Parents

We recognize that as our children's first and most influential teachers, we can promote their success and contribute to an excellent school if we make and fulfill the following commitments:

- We will establish high expectations for our students. We will not accept minimum effort or indifference to quality work.
- We will know what is expected in each of our student's classes and communicate with teachers when we have a question or concern.
- We will insist on good attendance, as long as our child is well.
- We will provide a quiet time and place in our home for study.
- We will insist that our students accept responsibility for their learning and conduct.
- We will model the importance of life-long learning.

Richard DuFour and Robert Eaker
Professional Learning Communities at Work

Twenty Wells Elementary Philosophy of Education

KIDS 1st

- HIGH EXPECTATIONS:** We believe that every child is a person of value who is capable of learning and has the need to be challenged. Each unique individual deserves a quality educational experience with equitable access to diverse growth opportunities that will help him/her to achieve his/her potential and ultimately become successful. We envision a school without barriers where risk-taking is accepted and encouraged.
- POSITIVE AND SAFE CLIMATE:** We believe in the power and potential of the human spirit, and we believe that people are innately good. We want to create a SAFE, caring, friendly, and nurturing LEARNING environment that celebrates individual differences and respects cultural diversity...a place where students feel like they are wanted and belong to a part of something greater than themselves...where they have the freedom to explore their own creative potential...uninhibited.
- INSTRUCTIONAL EXCELLENCE:** We want to provide our students with a solid foundation in the basics, emphasizing reading, writing, math, and science across all areas of curriculum, with a focus on keeping kids at or above academic grade level in conjunction with the Utah State Core Curriculum. At the same time, we want to cultivate critical thinking skills in our students and challenge them to “think outside the box.” We value academic learning time as meaningful, and we seek to provide quantifiable measures of student progress.
- COMMUNITY OF LEARNERS:** We believe that *learning is relationship driven* and should be student-oriented. We want to surround our students with the best available role models, where teachers as leaders can and do make a difference. We want to create a community of learners, where students, faculty, staff, and parents ALL learn, grow, and evolve together.
- CHARACTER EDUCATION:** We are committed to developing caring, honest, and respectful citizens who will make positive contributions to society and live meaningful lives. We encourage students to value friendship, and to interact positively with each other as they accept responsibility for belonging to a group. We want them to be passionate and compassionate as they participate in activities that will promote good citizenship and develop leadership qualities.
- “REAL WORLD” PREPARATION:** We believe in the edification of our society through the preservation of democratic principles. We want to emphasize practical applications and skill acquisition that students can take with them in the future. We want to provide hands-on experiences and expose students to new ideas, new people, and new places that will motivate them to become *self-directed, lifelong learners*.

Twenty Wells Elementary School

MISSION

We are proud to be Twenty Wells Tigers. We are representatives of Twenty Wells Elementary and will follow ROAR everywhere we go:

Twenty Wells Tigers ROAR!

Twenty Wells Tigers Are Respectful On-Task Achieving Readers:

RESPECTFUL of Self, Others, and Property

ON TASK Academically, Socially, and Emotionally

ACHIEVING By Being Our Best Selves Every Day

READERS Who Can Recognize Words, Comprehend Text, and Love Learning

In the Hallways Twenty Wells Tigers Are:

- RESPECTFUL:
- By Walking Quietly on the Right and Keeping Hands, Feet, Mouth, and Objects to Self
- ON TASK:
- By Keeping Twenty Wells Clean and Safe
- ACHIEVING:
- By Noticing Learning Opportunities All Around the School
- READERS:
- By Reading and Learning from Signs, Posters, and Pictures

In the Restrooms Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keep Hands, Feet, Mouth, and Objects to Self
- ON TASK:
- By Using Quiet Voices and Appropriate Language
- ACHIEVING:
- By Using Only What You Need and Throwing Away Your Trash
- READERS:
- By Taking Care of Your Needs and Getting Back to Class Quickly

In the Lunchroom Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Using Kind Words
- ON TASK:
- By Raising Your Hand if You Forgot Something and Using Quiet Voices
- ACHIEVING:
- By Cleaning Your Area and Remembering to Get Your Own Food Items
- READERS:
- Following All Signs, Including Signs that Instruct to Always Walk in the Lunchroom

On the Playground Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Being Safe
- ON TASK:
- By Using Equipment the Right Way; By Being Fair and Sharing
- ACHIEVING:
- By Playing in Assigned Areas, Stopping When the Whistle Blows, and Lining Up
- READERS:
- By Following Posted Activity Guidelines

In the Gym Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self, and Being a Good Sport
- ON TASK:
- By Participating in the Activity as Instructed by the PE Teacher
- ACHIEVING:
- By Doing Your Best in All Activities and Trying New Things
- READERS:
- By Following All Posted and Verbal Instructions

In the Computer Lab Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Showing Respect to the Teacher
- ON TASK:
- By Listening and Following Directions and Asking for Help When Needed
- ACHIEVING:
- By Working Quietly, Sitting at Your Assigned Seat, and Using Equipment Appropriately
- READERS:
- By Following All Posted and Verbal Instructions

In the Library Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Showing Respect to the Librarian
- ON TASK:
- By Listening and Following Directions and Asking for Help When Needed
- ACHIEVING:
- By Working on the Assigned Task and Using All Materials and Furniture Appropriately
- READERS:
- By Enjoying Reading in the Library and Following All Posted and Verbal Instructions

In the Office Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Listening to Office Staff
- ON TASK:
- By Following Directions of Office Staff
- ACHIEVING:
- By Using Appropriate Language and Waiting for Your Turn
- READERS:
- By Following All Posted and Verbal Instructions

In the Bus Zone Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Listening to All Staff
- ON TASK:
- By Using Appropriate Language, Walking On Campus, and Throwing Away Your Trash
- ACHIEVING:
- By Going Directly to the Bus Zone After School and Lining Up Single File at the Bus Door
- READERS:
- By Following All Posted and Verbal Instructions, Including on the Bus

In Assemblies Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self and Listening to All Staff
- ON TASK:
- By Paying Appropriate Attention to the Presenter
- ACHIEVING:
- By Enjoying the Assembly with Appropriate Behavior
- READERS:
- By Following All Posted and Verbal Instructions

In the Art Room Twenty Wells Tigers Are:

- RESPECTFUL:
- By Keeping Hands, Feet, Mouth, and Objects to Self
- ON TASK:
- By Participating in the Activity as Instructed by the Art Teacher
- ACHIEVING:
- By Doing Your Best in All Activities and Trying New Things
- READERS:
- By Following All Posted and Verbal Instructions

TOOELE COUNTY SCHOOL DISTRICT

Education Elevated

92 S Lodestone Way
Tooele, UT 84074
(435) 833-1900

Board of Education

Melissa Rich, President
Scott Bryan
Julia Holt
ValaRee Shields

Robert Gowans, Vice President
Emily Syphus
Elizabeth Smith

Administration

Dr. Mark Ernst
Dr. Jeff Hamm
Dr. Sarah Jarnigan
Angie Gillette
Bryan Becherini
Marissa Lowry
Lark Reynolds
Terry Christensen

Superintendent
Assistant Superintendent
Stansbury Area Director
Grantsville Area Director
Tooele Area Director
Special Education Director
Business Administrator
Associate Superintendent



Twenty Wells Elementary School

Address: 636 E Nygreen **Fax:** (435) 884-5529
Grantsville, Utah 84029

Telephone: (435) 884-1280

* * * * * * *

ADMINISTRATIVE SUPPORT STAFF

Principal/POC	Jeff Zaleski
Intern Principal	Samantha Burila
Administrative Assistants	Jolynn Peterson
	Nicole Smauldon
Custodians	Kenna Fletcher
	Ray Gallegos
Media	Amanda Banister
Nurse	Chandra Bowles
Lunchroom Manager	Cara Tracy
A.D.A. Officers	Jeff Zaleski
	Samantha Burila
Resource Officers	Toni Wilcox
	David Mathis
Section 504 Officers	Samantha Burila
	Jeff Zaleski
Sexual Harassment Officers	Samantha Burila
	Jeff Zaleski

* * * * * * *

T.W.E.S. TRIVIA

Grades: Pre-K through Sixth Grade	Enrollment: 625
Mascot: “Roary” the Tiger	Colors: Blue and Green
Year Opened: 2022-2023	

Twenty Wells Elementary School
FACULTY
2024-2025

Principal: Jeff Zaleski; Intern Principal: Samantha Burila

Preschool:

Christy Gibson
Trish Wyatt

1st Grade:

Teresa Hansen
Anna Miller
Jalena Smith
Jennifer Walker

3rd Grade:

Teresa Chamberlain
Brenda LaBadie
Nicole Ortiz

5th Grade:

Angie Berry
Michel Dunlavy
Mandi Murphy

Special Education:

Gavin Andrus (Lifeskills)
Miranda Hirsche (Speech)
Toni Wilcox (K-3)
David Mathis (4-6)
Kathleen Warner (Lifeskills)
Brian Mullin (Psychologist)

Kindergarten:

Shari Bird
Marie Dahle
Devin Hullinger
Melodi Liddiard

2nd Grade:

Natalie Critchlow
Darlene Gilbert
Jamie Karabatsos

4th Grade:

Tracy Begay
Dalton Drake
Ingrid Montgomery

6th Grade:

Angie Allen
Nathanael Gardner
Zach Kendall
Ana Zarate

Instructional Coach:

Aimee Stewart

School Counselor: Kassie McQueen

ML: Aline Reis

Twenty Wells Elementary School

STAFF

2024-2025

Custodians:

Kenna Fletcher, Head
Ray Gallegos

Secretaries:

Jolynn Peterson, Records
Nicole Smauldon, Finances

Adult Sweepers:

Kyler Chamberlain
Morgun Lowry

Preschool Aides:

Melanie Ison
Jennifer Memmott
Jennifer Pike

Rotations:

Amanda Banister, Librarian
Leesa Boman, Computers
Celesta Critchlow, Art
Samantha Newberry, PE

Aides:

Resource Paraeducators:

NEW, LS
Kylie Barker, LS
Lily Berry, LS
Taeler Herren, LS
Ashley Riches, LS
Alexis Ruybal, M/M
Bradley Williams, LS
Brittany Tuttle, M/M

Instructional

NEW (1st-6th)
Shellie Herren (1st-6th)
Sandy Johnson (Kindergarten)
Savannah Malcom (Checkin/Checkout)
Trista Nuttall (Kindergarten)
Amy Stone (1st-6th)
Lacee Webb (Math)
Danielle Mason
Cami Barton (Kindergarten)
Steffani Rowley (Kindergarten)

School Resource Officer:

Officer Nayeli Stalling

School Nurse:

Chandra Bowles

Building Tech:

Josh Harrison

Lunchroom Staff:

NEW
Akira Eisenbrandt
Melissa Jenkins
Cara Tracy, Manager
Jacqueline Prettyman

2024-2025 LEAD TEACHERS:

Preschool:	Christy Gibson
Kindergarten:	Devin Hullinger
1st Grade:	Teresa Hansen
2nd Grade:	Jamie Karabatsos
3rd Grade:	Nicole Ortiz
4th Grade:	Tracy Begay
5th Grade:	Mandi Murphy
6th Grade:	Zach Kendall
Resource:	Kathleen Warner

OTHER ASSIGNMENTS:

Assistant Principal:	Samantha Burila
Acting Principal:	Gavin Andrus
Computer Tech:	Mandi Murphy
Social Media:	Dalton Drake, Jolynn Peterson
DitLits:	Nathanael Gardner, Kathleen Warner
Building Mentor:	Darlene Gilbert
Assessment Coordinator:	Jeff Zaleski/Leesa Boman
Attendance Secretary:	Jolynn Peterson
Finance Secretary:	Nicole Smauldon
TEA Reps:	Natalie Critchlow, Jamie Karabatsos, and Melodi Liddiard
PTA Rep:	Shari Bird
Science Fair:	Angie Allen
Digital Citizenship Week	Nathanael Gardner and Natalie Critchlow

STAT:

Angie Berry
Marie Dahle
Trish Wyatt

Brenda LaBadie

Jalena Smith

Michel Dunlavy

Guiding Coalition:

Melodi Liddiard
Natalie Critchlow
Dalton Drake

Nathanael Gardner

Aimee Stewart

Student Recognition:

Dalton Drake

Prevention Coordinators:

Tracy Begay and Jennifer Walker

Before/After School Programs

Yearbook:	Mandi Murphy
Community Council:	David Mathis
Early Morning Math:	Zach Kendall
Student Council	Nathanael Gardner

Coaches and Wellness

Wellness:	Nicole Ortiz
Instructional Coach:	Aimee Stewart
EL Coordinator:	Teresa Chamberlain

ALS/ML/LEP

A *Limited English Proficient (LEP)* student who has **sufficient difficulty speaking, reading, writing, or understanding the English language**, which may deny the student the opportunity to learn successfully in classrooms where English is the language of instruction or to participate fully in our society, and:

- Was not born in the U.S. or whose language/environment is other than English;
OR
- Native American or Alaskan Native who is a native resident of outlying areas where environment is other than English;
OR
- Is migratory and native language/environment is other than English.

At the beginning of each school year, a **Home Language Survey** is provided in the online registration for each student to determine if they require further testing in order to qualify for additional *Alternative Language Services (ALS)*. If they do qualify, they will be contacted by the school and testing will be administered. If the testing indicates that the student qualifies for additional services, an *Individualized Language Plan (ILP)* will be set up to help accommodate and facilitate the student's school work.

For more information, please contact one of the following people:

ALS Representative:	Aline Reis	(435) 884-1900
Principal:	Jeff Zaleski	(435) 884-1280
Title III Director:	Stephanie Rowley	(435) 833-1900
Assistant Superintendent:	Jeff Hamm	(435) 833-1900

The following teachers at T.W.E.S. have **ML Endorsements**:

Teresa Chamberlain Angie Berry Mandi Murphy

TITLE VII Native American Education

The *Title VII* program provides supplemental services to meet the culturally-related academic needs of American Indian/Alaskan Native students. The program is federally funded through the *Department of Education* in Washington, D.C. by a Formula Grant Program.

To enroll in the program, students must be enrolled in one of the district's public schools and parents/guardians must complete a 506 form. The student, a biological parent, or grandparent must be or have been an enrolled member of a federally recognized Native American Tribe/Nation. Parents/Guardians provide documentation to this effect when filling out the 506 forms. 506 forms are available in the school office, or you can contact the Native American Education Liaison, Natalie Brunsdale at 435.833.8778 ext. 1704.

Homeless Students (Family Liaison)

Homelessness is a lack of permanent housing. Under the *McKinney-Vento Act*, students living in a campground, car, hotel, motel, shelter, or other temporary residence—or who are sharing a home due to the loss of housing or economic hardship—have their educational stability protected. A homeless child or youth shall:

- 1) Continue in their school of origin for the duration of homelessness or for the remainder of the school year.
- 2) Be immediately enrolled, even if the student cannot produce the records required to enroll.
- 3) Are eligible for free lunch and fee waivers.
- 4) Would be provided transportation to the school of origin by parent request.

If your family is in a homeless situation, please talk to your principal about the specific needs your student may have, or for further information, call:

District Family/Homeless Liaison: Laura Burdine at (435) 833-1900, extension 1415

IMPORTANT DATES TO REMEMBER

Back to School Night:

Tuesday, August 12, 2024 from 5:00 – 7:00 PM

Parent-Teacher Conferences

Parent-Teacher conferences will be held in-person from 4:00-8:00 PM on the following dates in the teacher's classroom. Scheduling appointments will be done digitally and invitations to sign up will be sent a couple of weeks prior to conference dates. Those who do not sign up for a time will be assigned a time by the teacher.

- September 18-19
- February 5-6

District and State Testing

At TWES, required assessments include *Acadience* Reading (checks reading level for all students K-3), *DRA II* (checks reading for students below grade level), *Core Phonics Survey* (checks for specific deficiencies in below grade level readers), *Acadience* Math (checks math proficiency for all students K-3), and *RISE* summative assessments (ELA and math for grades 3-6; science for grades 4-6; writing for grade 5). Additionally, preschool students will participate in the PEEP (Preschool Entry Exit Profile) state assessment.

School Pictures

Tuesday, August 27, 2024

Tuesday, October 9, 2024

Tuesday, March 18, 2025

Fall Individual School Pictures

Fall Picture Makeups

Spring Individual Pictures

There are no retakes for spring pictures

Parent Teacher Association (PTA)

The Twenty Wells *Elementary School* PTA is an extremely valuable and active group of parents and teachers. The PTA provides TWES with many great programs and activities for our students, and is a terrific asset to our school. Please watch for notices from the PTA.

Officers for the 2024-2025 school year are:

President:	Kristy Deans
President-Elect:	Chelsea Childs
Vice President, Teacher:	Shari Bird
Fundraising VP:	Stephanie Murray
Membership VP:	Jessica Stirling
Secretary:	Amber Rector
Treasurer:	Elly Moyes

Commissioners of Fundraising: Samantha Jo Clemens and Felicia Schafer

Commissioner of Special Projects & Communications: Kristen Washburn & Whitney Ewell

Volunteers

Volunteers are essential to the success of our school, and we are very grateful for the contributions of our dedicated volunteers. All volunteers (including those chaperoning field trips) will be required to apply to be a volunteer. This can be done by following these steps:

1. Visit our website <https://appgarden5.app-garden.com/VolTrackUT30.nsf>
2. Register and complete application
3. Application will be reviewed and you will be contacted if further information is needed. TCSD uses BCI for all background checks. If you have never applied to volunteer before, you will need to have your fingerprints taken at the district office before you can be approved to volunteer. If you have applied and been a volunteer before, you may not need to have your fingerprints taken again. This will depend on if your fingerprints were taken through the TCSD system. The district will notify you if you need your fingerprints taken.
4. Once approved, watch your in-box for invites to opportunities that match your interest. Once you are a volunteer, please check in with the teacher for whom you would like to volunteer. That teacher will be able to direct you as to how to help in his/her classroom, with copies, and/or how you can be of benefit to the school at large.
5. Once your initial volunteer application and background check have been approved, you will be notified by email annually on the anniversary date of your application approval to renew your status as a volunteer. If you do this, you will not be required to have your fingerprints taken again. However, if you fail to respond to the yearly reminder email, you will have to complete the volunteer registration process.

Volunteer Expectations:

- ✓ Have an appointed time with the teacher prior to coming
- ✓ Check in at the office and wear the visitor badge that is given to you by the office
- ✓ Check in with the teacher for instructions
- ✓ Maintain positive interactions with students—ensure that these interactions enhance their learning rather than distracting from it
- ✓ If an issue or concern arises with a student, rather than confronting or disciplining the student, contact a faculty or staff member
- ✓ If you must bring your own child with you, keep him/her with you at all times quietly supervised by you (they may not attend field trips)
- ✓ Check out at the office

Parent Notice and Plan to Deliver Items to Classrooms:

Whereas our main responsibility at Twenty Wells Elementary is to educate our students, and any class disruption takes away from our ability to fulfill this responsibility, please adhere to the following:

All student deliveries will be made by the front office

Deliveries will be made between 10:00-11:00 AM and 2:00-3:00 PM

Parents need to remain in the front office area during school hours

Meetings with teachers or administrators are by appointment—call ahead of time to make the appointment: 435.884.1280

Because safety is essential to educate our students at Twenty Wells Elementary, please be prepared to show your ID as you come into the office. Volunteers must be cleared through a background check—see Nicole or Jolynn inside to find out how to apply.

Community Council

A Community Council shall be formed at each school to provide a sounding board for the principal to be used in the performance of his/her designated duties and responsibilities. Actions of the school Community Council shall be advisory in nature. Elementary Community Councils shall consist of at least seven members, including at least four parents/guardians, and three employee members (including the principal).

Each school Community Council shall:

- 1) Annually evaluate the school's *U-Pass* test results and use the evaluation in developing a school improvement plan.
- 2) Develop the *School Land Trust Program*.
- 3) Develop and implement a staff professional development plan.
- 4) Develop a child access routing plan and make recommendations relating to the community environment for students.
- 5) Develop a reading achievement plan.
- 6) Create subcommittees and/or task forces as needed.

Twenty Wells Elementary School's Community Council is scheduled to meet bimonthly in the community room @ 4:00 PM on the second Thursday of every other month (unless otherwise noted), as follows:

August 12, 2024 @ 6:30 PM

September 12, 2024 @ 4:00 PM

November 21, 2024 @ 4:00 PM

January 16, 2025 @ 4:00 PM

March 14, 2025 @ 4:00 PM

May 9, 2025 @ 4:00 PM

For more information about Community Council, please see our website at:

<https://twentywellselementary.tooeleschools.org/>

Student of the Month, Buddy Squad, and Student Improvement Awards

Student of the Month and Buddy Squad Awards will be based on inviting students to invest in TWES, and to give back to the school to make it a better place. Improvement awards will be based on great growth in an academic or behavior area. Each class will have a nominee for each award.

Buddy Squad winners are selected by peers and approved by teachers. The intent of this activity is to reward students for being positive role models for their peers, and to give students the opportunity to promote Twenty Wells Elementary. At the Buddy Squad Activity, students will collaborate on ways to be friends to their fellow schoolmates and do a service project. At the end of the activity, students will receive a TWES t-shirt, a certificate, and a treat.

Buddy Squad Dates 2:35-3:25 in the Community Room

- #1 September 3
- #2 November 4
- #3 January 13
- #4 March 10

Student of the Month winners are selected by teachers based on the themes below.

Activities are twofold: students will participate in a game with the principal/assistant principal and will make a bulletin board that will be hung in the “college-career” hallway on the way to the lunchroom. Students will receive a water bottle, a certificate, and a treat.

Student of the Month Dates 2:35-3:25 in the Library

- #1 August 26: Kindness
- #2 September 30: Empathy
- #3 October 28: Courage
- #4 November 25: Integrity
- #5 December 16: Tolerance

- #6 January 27: Compassion
- #7 February 24: Honesty
- #8 March 24: Respect
- #9 April 28: Patience

Student Improvement Awards

The **Student Improvement Award** is given at the end of 2nd, 3rd, and 4th quarters to one student from each class who has shown significant improvement in at least one academic or behavioral area, as shown through data. Teachers nominate students, and they are recognized by the principal in front of their peers in their classrooms. The principal will read a write-up from the teacher and give them a certificate, a school pen, and a treat.

Student Improvement Award Dates—Students Recognized in their Classrooms

- #1 January 9
- #2 March 17
- #3 May 12

~TWENTY WELLS ELEMENTARY SCHOOL HOURS~

When Should My Child Arrive at School?

~DAILY SCHEDULE~(M-Tue-Thurs-Fri)

- 8:25 Front doors open/breakfast is served (School breakfast starts at 8:25 and ends at 9:10)
- 8:30 Teachers arrive
- 8:40-8:45 Students who don't eat breakfast arrive
- 8:45 First Bell: Students go to class
- 8:50 Tardy Bell: School begins for ALL grades K-6; National Anthem and Announcements
- 9:00-11:40 A.M. Preschool
- Recesses by grade level throughout the day
- 11:25-12:05 Kindergarten, 1st and 2nd Grade Lunch and Recess
- 12:10-12:45 3rd and 4th Grade Lunch and Recess
- 12:40-1:20 5th and 6th Grade Lunch and Recess
- 1:00-3:40 P.M. Preschool
- 3:35 Dismissal Bell: School dismissed for ALL grades K-6
- 4:00 Teachers Leave

~Wednesday Schedule~

- 8:25 Front doors open/breakfast is served (School breakfast starts at 8:25 and ends at 9:10)
- 8:30 Teachers arrive
- 8:40-8:45 Students arrive
- 8:45 First Bell: Students go to class
- 8:50 Tardy Bell: School begins for ALL grades PK-6; National Anthem and Announcements
- 10:30-11:05 Kindergarten, 1st and 2nd Grade Lunch and Recess
- 11:00-11:20 3rd and 4th Grade Lunch
- 11:30-11:50 5th and 6th Grade Lunch
- 12:30 Dismissal Bell: School dismissed for ALL grades K-6
- 4:00 Teachers Leave

Our front doors open at 8:25 a.m. for breakfast. Students may be in the cafetorium or on the outside playground (access through back gates of the building) until the bell rings at 8:45 AM.

The front doors will be open to enter the building from 8:45-9:05. At 9:05, we will relock all outside doors. Students who arrive after 9:05 must check in at the office to ensure that they are marked tardy for the day rather than absent.

Parents may meet their children outside the school doors after school. Parents and visitors needing to enter the school during the day must enter through the front doors after being let in by the front office (you will need to ring the doorbell and office personnel will unlock the door for you). To meet with a teacher or an administrator, an appointment must be made in advance. To check out a child: 1. Enter the building; 2. Show your ID; 3. Inform the secretary who you need; 4. Sign them out as the secretary calls them down. Please note that students will not be called down in advance of your arrival, so please plan ahead.

Breakfast at School

Breakfast is served each day from 8:25-9:10 a.m. in the cafeteria. Any student wishing to eat breakfast needs to go directly to the cafeteria upon arrival at school so that they are not late for class. Breakfast serving ends at 8:45. Breakfast will cost \$2.00. Students will need to know their lunch number to pay. You can pay at:

<http://www.tooeleschools.org/apps/pages/SchoolMeals>

School Lunch

School lunch is available for all students each school day. Lunch will cost \$2.50. Students will need to know their lunch number to pay. You can pay at:

<http://www.tooeleschools.org/apps/pages/SchoolMeals>

Twenty Wells Elementary School Use of Electronic Devices Policy

In accordance with TCSD Policy 5031, *Personal Technology and Communication Devices*, the Twenty Wells Elementary written procedures for using devices is as follows:

1. **District-Owned Electronic Devices:** Twenty Wells Elementary School recognizes that technology can enhance teaching and learning. To this end, the school is supportive of TCSD providing Chromebooks for all its students and working with students to enhance their education through these devices. Use of these devices is based on the acceptable use policy signed by all faculty, staff, students, and parents at the beginning of the school year. Violation of this policy can result in the loss of privilege of these devices.
2. **Personal Electronic Devices:** Students may have electronic devices in their possession during the regular school day. These devices must remain out of sight during instructional time and be turned off or in silent mode. The best place for these devices is in the student's backpack, as this will limit the temptation to use the device at inappropriate times and ways. The intentional use of personal electronic devices during instructional time results in loss of instruction and loss of learning, leading to the detriment of the very reason that school is held. Therefore, students who violate this policy will be on the following warning system:
 - 1st Violation: Verbal prompt to put away the device
 - 2nd Violation: Confiscation of device for a short time; the device can be retrieved by the student at the end of the day. Parents will be contacted.
 - 3rd Violation: Confiscation of device. Parents contacted and must retrieve the device. A suspension of the device will be agreed upon by student, parent, and school administrator.
3. **Exceptions:** Exceptions to the personal device policy need to be approved through the school and communicated between parent and teacher. Exceptions can include:

- Medical Reasons: Permission may be given for students to possess electronic devices for good cause shown if the devices do not distract from the instructional process. Generally, these requests should come from, but are not limited to, documentation in 504s and/or IEPs.
- Parent Request: Parents may request that a student possess an electronic device on active mode for good cause shown.
- Teacher Request: The teacher may request that a student have an electronic for good cause. This request will be communicated with parents.
- Emergency: Students may use devices in situations that threaten the health, safety, or well-being of students, including themselves, employees, or others. Abuse of this exception would include using devices in non-emergency situations.

Immunization Requirements

Any immunization record provided by a licensed physician, registered nurse, or public health official may be accepted by the school official as a certificate of immunization if the type of immunization given and the dates given are specified and the information is transferred to an official certificate for immunization and verified by the district in which the school is located. The governing authority of any school shall prohibit further attendance by a student under a conditional enrollment who has failed to obtain the required immunization five (5) days after written notice of a pending suspension and if the student's rights have been mailed to the last known address of a parent, guardian, or legal-age brother or sister of a student who is without parents or guardian. Parents or guardians whose children are prohibited from attending school for failure to comply with the provisions of this act shall be referred to the juvenile court (*Division of Family Services*) for medical neglect.

Tooele County School District

Student Health Care

It is the practice of the Tooele County School District to have a health care plan in place for children who have a health concern. The classroom health care plan (HCP) helps to ensure a better understanding of your child's health care needs and is directly reviewed with your child's teacher and principal.

Issues that need to be addressed are:

- Administration of medication to student by school personnel
- Students carrying and self-administering their own medication
- Diet modifications
- Medical conditions
- Physical cares that need to be done during school hours

HCP's require signatures from parents/guardians and health care providers. Under Utah Code 53-A-11-601 medication administration and possession of medication is allowed at school as long as consents are signed by parents/guardians and the health care provider.

If your student requires any of these services or attention regarding a health care concern, it is the parent's/guardian's responsibility to contact the student's school.

The school will provide you with the appropriate paperwork so that your student's health concerns can be addressed at school.

Medications

The school staff is not allowed by law to dispense any medications except with the written consent of the child's physician, and/or the County Health Department. Forms for this purpose are available in the office and must be completed BEFORE the medication can be administered. All medication containers must have complete information attached: name of contents, patient, dosage, and instructions. The school will not dispense over the counter drugs, such as aspirin, Tylenol, cough syrup or drops. Inhalers may be used according to State Policy and Guidelines.

Twenty Wells Elementary School

Attendance of Students

Regular attendance in school is very important to maintain continuity in the education of children, and it has a direct impact on a student's level of academic achievement. School Attendance is a student/parent/school responsibility. It should be primarily the responsibility of the home and student to promote consistent, daily, punctual attendance as directed by **Utah State Law, U.C.A. 53A-11-101 et. seq.** It should be primarily the responsibility of the school to provide, monitor, and adjust appropriate curriculum and educational opportunity as directed by Utah State Law. With that being said, if your child is sick, they need to stay home. If students have any symptoms of COVID-19 or other communicable diseases, please keep them home, and excuse them through the office. Communicate with your child's teacher as well so that information from class can still be learned.

The administration and staff of Twenty Wells *Elementary School* believe that students need to be in class and on time every day. We expect students at Twenty Wells *Elementary School* to take advantage of the educational opportunities offered to them. Therefore, we ask that you please call the school office and let us know when your child is going to be absent.

The following is a copy of the Tooele County School District's policy regarding excused absences. This policy will be followed throughout the District this year.

"A student may be excused for a reasonable period of time from school in cases of illness, medical or dental appointments, death in the immediate family, or acts of nature which may endanger the child. All other absences shall be unexcused unless the building principal, prior to the absence and at the request of a parent, agrees to excuse the student for a specific purpose.

Pupils should be excused only for that part of the school day necessary to satisfy their specific need for absence. For pupils with excused absences, they shall be afforded the opportunity to make up any school work missed as a result of the absence. It shall be the student's responsibility to ensure that all makeup work is completed and turned in.

Students absent from school in connection with school-sponsored activities shall be counted as present and shall be allowed to make up all work for missed classes. If missed work is not made up or is not acceptable, the student's grade shall be reduced accordingly."

Help Your Child Succeed in School: **Build the Habit of Good Attendance Early**

School success goes hand in hand with good attendance!

DID YOU KNOW?

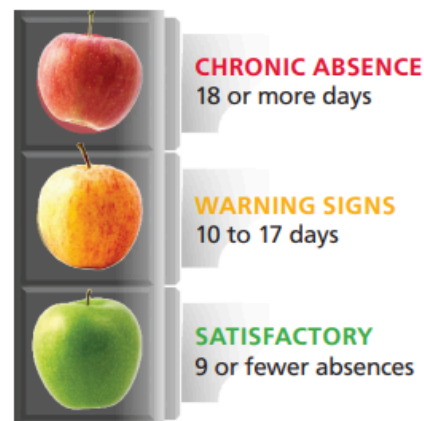
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.



For more on school readiness, visit attendanceworks.org and reachoutandread.org

Ten Day Rule and Homebound Instruction

As per State Law, any student who does not attend school for ten consecutive days without a legitimate excuse, will be dropped from the attendance rolls.

Conversely, any student who is absent for reasons of health, accident, or injury for more than ten consecutive school days is eligible for homebound instruction. The school must receive written verification from a medical doctor before authorization is given for homebound privileges. If a student qualifies for homebound instruction, the parents should contact the main office for information on the application. The school district Case Management Team will determine if the student is eligible for homebound services.

Closed Campus

Twenty Wells Elementary School is a closed campus. As a result, once students arrive on our premises—whether they are walking; riding bikes, scooters, or skateboards; roller blading; being dropped off by their parents or the bus—they are not to leave school grounds until the dismissal bell rings at the end of the day, unless they are checked out with an adult.

Students Kept After School

No student will be detained after regular school hours until his/her parent or guardian has received prior notification of the need for detention, including the day and the amount of time the child will be kept after school.

We will have some before and after school clubs. These will be voluntary programs and will include permission forms, including expectations and parent pick-up times.

Checking in at the Office

The number one objective at TWES is to educate our students. To be successful, our classrooms need to be safe and free from distraction. For this reason, all parents who come into the school are required to check in with the office.

Parents will not be allowed to drop things off to their students in the classroom. If a parent plans to bring something to his/her child:

- Check the item in with the front office, and we will get it to your child during a break from classroom instruction. This includes birthday treats, forgotten items, lunches--everything. In order to maintain a great teaching atmosphere, we ask that balloons, flowers, and other gifts specific to a child be delivered to the student away from school. If it needs to be delivered to the school, it needs to be dropped off at the office. If a parent needs to visit with a child, we will call him/her to the office.

In the event that a parent needs to visit with a teacher or administrator, an appointment will need to be made in advance. Upon arrival, the parent should:

1. Check in with the office
2. Wait for the person with whom they have an appointment in the office

Checking Out During the School Day (Illness or Excused Absence)

For safety reasons, any student leaving school during the school day must be signed out through the front office. The adult taking responsibility for the child must be listed on the student's Skyward account and provide his/her name and picture I.D. before taking the student out of school. For educational and safety reasons, students will not be called to the office until the person picking them up arrives at school.

If your child becomes ill or is injured while at school, we will call you. It is imperative that we have accurate contact information for you, and as many emergency contacts as you are comfortable with, in case of an emergency.

Please call us at 435.884.1280 or excuse him/her on Skyward if your child is absent from school. If he/she is going to be out of school for an extended period of time, you need to make arrangements with the teacher to pick up his/her work.

Students Visiting Classrooms

Please do not send “guest” students to school to visit classrooms. This results in additional work for individual teachers, and often distracts students from their school work. Additionally, this is a safety issue and is against policy.

Use of the School Telephone

The telephone in the main office is for school business only. Students must have a phone pass from their teacher in order to use the phone during the school day. If a call is made from the school by a student, it is expected that the call be made from the school office, rather than a personal device.

In order to relieve pressure on the front office, we ask you to arrange with your children ahead of time where they should go after school, or the pickup schedule if they are in car pools. As much as possible, the telephone will be off-limits to students calling for rides or asking permission to go to a friend’s house after school. Students should not use classroom phones to call home.

Please do not ask the staff to relay messages to your child unless the situation is urgent. We cannot stop the instruction of all the other students for any reason other than an emergency. We try to limit all classroom interruptions in order to facilitate the productive use of instructional learning time.

Student Tardies

Students with five or more unexcused tardies in any school term will be considered in violation of our attendance policy. Tardies distract from your student’s ability to learn, as well as his/her classmate’s ability to learn.

Failing Notice Policy

It is the desire of the Board of Education that all parents be notified when their children are failing in school. Therefore, the following policy has been adopted:

“All teachers will notify parents of their child’s failing performance in school at the time the boy or girl shows indication of failure and before it is too late to correct the situation. Notice will be given to parents by telephone or in writing. All teachers will keep appropriate records of efforts to notify.”

Addressing Teachers and Staff Members

Teachers and staff members deserve respect. Students should address them in the accepted manner (Mr./Mrs./Miss and the teacher's last name) during school hours. First names and nicknames should not be used by students when addressing school personnel.

Appointments with Teachers

Parents are welcome at *Twenty Wells Elementary School*. During the course of the school year, you may wish to confer with one of the teachers or to visit a classroom. It is imperative that you call and make an appointment in advance.

Parents visiting the school must have a visitor's pass from the main office.

A teacher's primary responsibility is to teach the students in the classroom. Potential problems can arise if parents go into the classroom during school time to talk with teachers. Therefore, **no one should go to a teacher's room without first making an appointment**. We also ask that parents respect teachers' privacy outside of school and discourage calling teachers at home before or after school hours. **Because one of the goals of educating students is to help them to become self-sufficient, parents should not walk their children to class after the first week of school. Any exceptions to this need to be discussed with the principal.**

Classroom Deliveries During the Day:

Whereas our main responsibility at *Twenty Wells Elementary* is to educate our students, and any class disruptions takes away from our ability to fulfill this responsibility, please adhere to the following:

- **All** student deliveries will be made by the front office
- Deliveries will be made between 10:00-11:00 AM and 2:00-3:00 PM
- Parents need to remain in the front office area during school hours
- Meetings with school personnel are by appointment—call ahead to make the appointment: 435.884.1280

Placement Requests

Parents requesting specific teachers for their children has become an increasing problem. It is very difficult for us to establish classes that are fair and equitable for both students and teachers, while continuing to try to satisfy all requests. It is inherently unfair to "stack" some classes with requests for certain teachers, while the majority of our students are left to fend for themselves in the class placement process. In point of fact, many students have been denied access to the teachers they need the very most because these classes have been filled in advance. As a result, *Twenty Wells Elementary School* does not accept placement requests.

At *Twenty Wells Elementary School*, we believe that there are no bad teachers. A great deal of thought and evaluation is given to placing each of our students in the appropriate class. However, parents who still feel it is necessary for us to be aware of a child's specific needs concerning his/her placement for the next school year need to write a letter to the Principal expressing their concerns (e.g. accommodations related to a 504, health care plan, or I.E.P.; or a previous bad experience with a specific teacher). Parents are welcome to schedule an appointment with the principal to discuss their concerns.

Animals on Campus

Bringing animals on campus is a direct violation of the Utah State Health Department Code providing for a safe school environment. Animals at school pose some obvious safety hazards. For example, the potential always exists for someone getting bit, as well as hidden diseases that may be carried and communicable to our staff and student body, either directly or indirectly. Animals and their waste products carry other smaller insects such as fleas, mites, and ticks, not to mention the mess that their feces and urine leave all over our campus when left unattended.

Examples of animals brought onto campus that pose potential threats include—but are not limited to—birds, cats, dogs, lizards, snakes, and all forms of rodents (including guinea pigs, hamsters, mice and rats). *Twenty Wells Elementary School* is not responsible and will not be held liable for damage caused by animals brought onto our campus. In the event that animals are left unattended, the *Grantsville City Police Department* will be notified immediately and the animal control officer will come to pick up the animal. The owners will be held accountable for any fines and/or damages.

Fundraising Activities and the Collection of Money

ALL fundraising activities must be pre-approved by the administration. A completed fundraising form must be submitted prior to the beginning of the activity. All funds received—regardless of the source—should be deposited directly with the school financial secretary. Any expenditures of monies must be conducted through the use of a completed purchase order and/or a school check, including all proper documentation, which may be obtained through the school financial secretary.

Gum and Soda

Twenty Wells Elementary School is a “No Gum” school. The problem with chewing gum at school is that—once allowed in—it gets everywhere from the carpet to underneath chairs, desks, and tables, and it is extremely difficult to clean up. We have had increasing problems with students bringing gum to school and not only chewing it, but sharing it with other students. We respectfully request your help as parents to ensure that students are not bringing or chewing gum on campus during

the school day, and we appreciate your support of our enforcement of this rule at school.

Soda has also become a problem for many of the same reasons listed above. If a student brings a small soda for his/her lunch, that is fine. However, the practice of bringing large quantities of soda or sharing soda with others isn't acceptable.

Appropriate Dress for Cold Weather

Please have your child dress appropriately to fit the weather, and in accordance with the TSCD Dress Code. **All clothing (boots, coats, gloves, sweaters, etc.) should be marked with the child's name.** This will help us identify items to return them to their proper owner.

Electronic Devices and Cards

Students should not bring any disruptive electronic devices on campus, such as electronic games, laser pointers, etc. Such items may be confiscated and, if so, only returned to a parent. Fantasy, playing, or trading cards will also not be allowed at school. Internet devices and phones may be used according to TCSD Policy and at the discretion of teachers, but should not be brought to school for entertainment purposes.

Toys at School

While we appreciate the fact that most children are willing to share, bringing toys to school creates nothing but distractions for students and staff, as well as causing problems in the classroom and at recess for everyone involved. Toys get broken, lost, stolen, and kids fight over them, not to mention the additional safety hazards that some toys create at our school.

Toys are not allowed at school, with the notable exception of things brought to share with classes for show-and-tell. These things should be checked in with the classroom teacher first thing in the morning and picked up on the way out that same day. *Twenty Wells Elementary School* will not be held liable for any damage caused to items brought onto our campus that may get lost, stolen, or broken.

All toys brought to school—with the exception of those things checked in with the classroom teacher in advance for show-and-tell as described above—will be confiscated and the parents will be required to pick them up. Please help us to create a safe and positive learning environment for all students.

Lost and Found Items

Throughout the school year, many personal items (coats, shoes, hats, gloves, lunch boxes, jewelry, glasses, etc.) are left by the students. If your child loses

anything, please check in the school lost and found area, located in the cafetorium. Unclaimed items will be donated to charity. Please remind your child to look for lost items ASAP.

Before an article may be claimed, the article must be accurately identified by the owner. Therefore, **please put your child's name on all backpacks, coats, gloves, hats, lunch boxes, etc.** This will help us to return lost items to your children. The school will not be held responsible for any valuables lost at school.

Textbooks and Library Materials

Textbooks are checked out to all students by the **Tooele County School District Board of Education**. Once a book is assigned to a student, the student is responsible for that book. Lost or damaged books must be paid for by the student.

Overdue books cause additional record-keeping problems for the Media Center staff, and they also deprive other students from accessing those materials. Students are responsible for all lost books. Additional books will not be checked out to the student until all overdue book(s) are returned.

After School

While we understand and appreciate that students want to have social time with their friends after school, it presents a safety issue for all students. We have supervision at the crosswalk and buses until students safely exit campus. However, after that, we do not have the resources to supervise students. We have found that students staying at school unsupervised creates many safety issues.

In order to solve this problem, we are asking that you ensure that your student has a plan for getting home each day after school in a timely, safe manner, and that you review that with your child. We will have any students who are still on campus 15 minutes after the bell rings come to the front office to be picked up.

Tooele County School District

Dress Code

A. Purpose and Philosophy.

Tooele County School District (TCSD) is committed to provide a safe, wholesome, orderly, and positive environment conducive to teaching and learning for all students. The TCSD Board of Education recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation, health, and safety conditions. TCSD also recognizes the need for balance between freedom of individual expression and the right to a quality education for all that is free of disruption.

Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior. The student dress and grooming standards shall apply to all schools in the district and to both male and female students. The dress code also applies to students whether attending school or any school sponsored function or activity (as a participant or member of the audience).

School administrators, faculty and staff are responsible for communication and enforcement of this policy and student dress and grooming standards, as well as, ensuring compliance with applicable federal, state, and local laws, in addition to, legal precedence and board policy. Involvement of stakeholders (i.e. PTA, Community Council, staff, students) in the management of schools is encouraged and can result in expanded thinking, increased ownership, satisfaction, and improved instructional programs and outcomes. Interpretation of the dress and grooming standards will be under the primary responsibility and discretion of school administrators. However, all district and school staff members shall have a share of responsibility in seeing that these standards are implemented and enforced fairly and consistently in classrooms, in school buildings, on school grounds, on school buses, at school activities, and other school sponsored events. The building principal has the final discretion to implement this policy fairly and consistently (regardless of student gender identification, race, sexual orientation, religion, etc.). Violations of this student dress code may result in reasonable disciplinary action according to District policy.

B. Student Dress and Grooming Standards

Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational process or mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which cause the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles,

etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive, or promote illegal/criminal activity.

Items which display advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, gang activity or affiliation or drugs or which are contrary to the educational mission, shall not be allowed.

All students shall maintain their hair, mustaches, sideburns, and beards in a clean manner. Hair styles which disrupt or interfere with the learning atmosphere at the school shall not be allowed. Hair coloring is not prohibited; rather it should not detract from the purpose of 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.

Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tend to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Sunglasses may not be worn indoors at school.

All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or “grungy/grubbies”, or immodest. No shorts or skirts above mid-thigh are permitted unless leggings are worn. Such leggings may not be see-through.

Clothing must sufficiently cover undergarments at all times (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, mini skirts, bare midriffs, halter-tops, tube tops, strapless shirts/tops, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, and cleavage at all times (even when seated). This includes clothing that has holes above mid-thigh. School activity uniforms (i.e. singlets, spunks, cheer skirts, leotards, etc.) that do not meet these criteria are not appropriate for the school day and may only be worn during the approved activity. Such uniforms may be worn at school under team warm-ups or sweats.

Belts are to be worn at the waist and at correct length (i.e. not excessively long and hanging). Chains or other large metal accessories, which can present a safety risk, are not allowed.

Students shall comply with the laws that govern wearing of military uniforms and insignias.

Hats or head coverings, including hoodies, are permitted as long as they do not disrupt the learning environment or make it difficult or impossible to identify students.

Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.

Tattoos and piercings are not specifically prohibited; rather, the policy is established around 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process. School officials may require or approve students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities (i.e. welding gloves or jackets, helmets, safety glasses, etc.).

Shoes or sandals shall be worn at all times to ensure personal safety and hygiene. Students are encouraged to dress appropriately for weather and wear reasonable footwear for the activity and season.

Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.

Students who violate dress and grooming standards will be subject to student discipline. Due process procedures will be followed in the case of any dress and grooming code violations. Schools may have acceptable clothing to loan to students who have violated the provisions of this policy. An offending student may be sent home until he or she reasonably complies with appropriate dress and grooming standards and/or a parent conference conducted to address the dress and grooming issues.

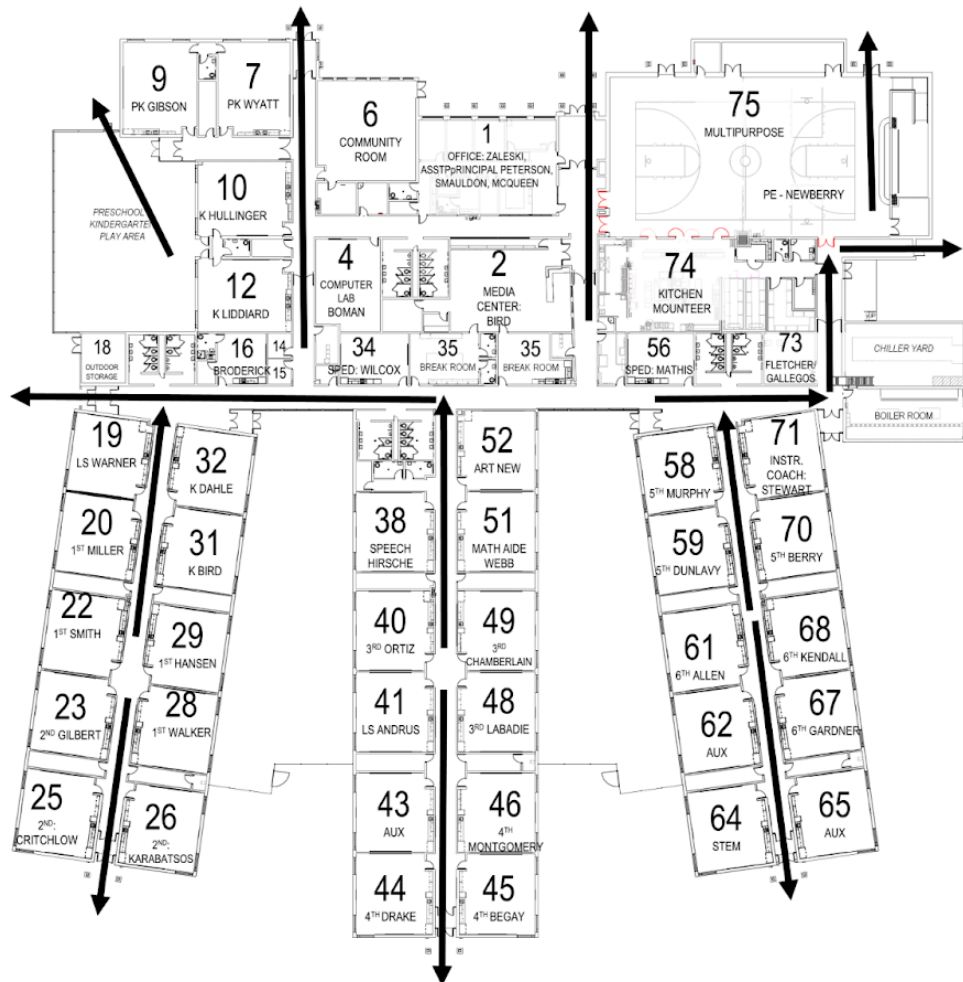
C. Graduation Attire

In order to maintain dignity and decorum at high school commencement, students participating in commencement exercises are subject to the dress and grooming standards articulated in this policy and are required to wear the prescribed cap and gown during the ceremony.

Personal items such as clothing, accessories or jewelry that draw undue attention or detract from the dignity and decorum of the occasion shall not be allowed. Mantles, cords, insignias or medals signifying achievement, honor or recognition are restricted to awards issued and approved for display at graduation by the local high school.

During the ceremony is defined as the entire duration of the commencement program from opening processional to completion of the recessional.

Safety Information



EVACUATION MAP

Twenty Wells Elementary School WALKING ROUTE MAP

To access our digital school walking plan, please visit:

<https://www.saferoutesutahmap.com/accounts/login/>

Crossing Streets

We would like to encourage you to make your children aware of the inherent dangers involved when crossing streets. Please remind them to look both ways before crossing any street and to cross at intersections. Also, please be aware of the speeding restrictions and stop signs.

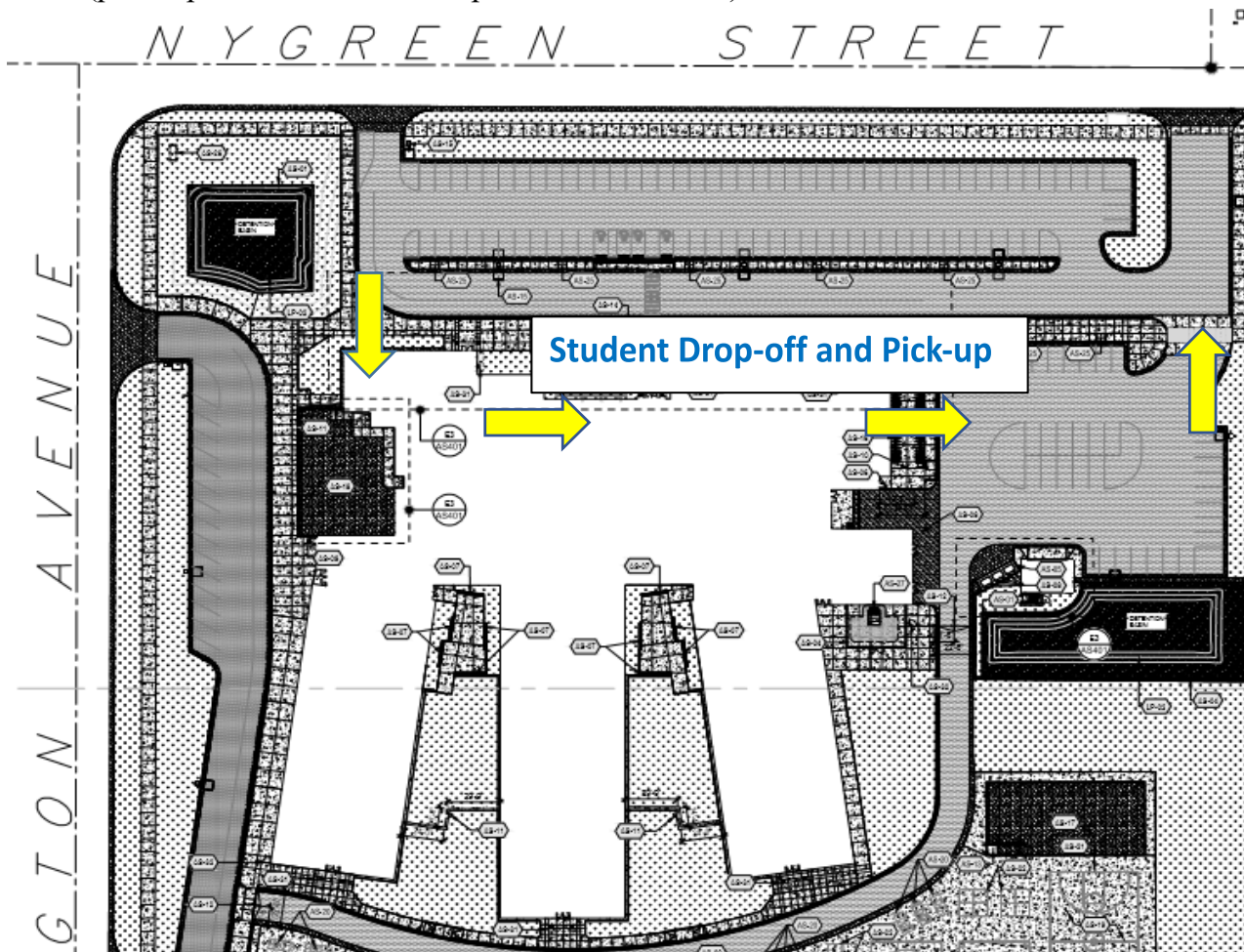
Bus Zones

There is a designated bus loading zone on the South/West side of our school. The buses unload students between 8:25-8:45 a.m. each day, and load them at

3:35 p.m. on M/T/Th/F. All bus students load at 12:30 p.m. on Wednesday. Please do not use the bus loading zone at any time and drive with extreme caution when passing the bus zone exit.

Parent Drop-off and Pick-up

The parent drop-off and pick-up area is at the front (north) of the school as shown below (please pull as far forward as possible at all times):



*Drop Off and Pickup Procedures:

- 1) Crossing Guard: All students, parents, and staff members should always follow the directions of the crossing guard.
- 2) Drop-off: Students should be dropped-off in the designated pull-through area in front of the school. Parents should remain in their cars to drop students off. If they need to get out for any reason, parents should park in the visitor parking area north of the drop-off area. Students should never be dropped off pick up in the parking lot. School begins at 8:50 so drop-off should take place between 8:30 and 8:45 AM. **For safety and efficiency, please pull all the way forward as marked by signs.**
- 3) Pick-up: Students should be picked-up in the designated pick up in the designated pull-through area in front of the school. School ends at 3:35 so parents should arrive a little before or at that time. **For safety and efficiency, please pull all the way forward as marked by signs.**
- 4) Bus Zone: Do not drop off or pick up your children in the school bus zone any time between 8:00 AM and 5:00 PM.
- 5) Bicycles: Due to safety concerns, all bicycles, roller blades, scooters, and skateboards should be walked on school property. Please walk bikes to the bike racks and lock them during the school day for security purposes. No one may ride roller blades, scooters or skateboards in the hallways, classrooms, or in the lunchroom.

*Thank you for your help and support with our safety guidelines. We appreciate all you do to ensure the safety of our students at Twenty Wells Elementary School.

TOOELE COUNTY SCHOOL DISTRICT

RULES AND REGULATIONS GOVERNING STUDENT TRANSPORTATION

1. Pupils shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of all students during the loading, unloading of the bus and during transit.
2. Pupils shall respect the rights and safety of others.
3. Pupils shall arrive at the bus stop before the bus arrives. (5 minutes)
4. Pupils shall wait in a safe place, clear of traffic and away from where the bus stops.
5. Pupils shall wait in an orderly line and avoid horseplay.
6. Pupils shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
7. Pupils shall go directly to an available or assigned seat when entering the bus.
8. Pupils shall remain seated and keep aisles and exits clear.
9. Pupils shall refrain from throwing or passing objects on, from or into buses.
10. Pupils are permitted to carry only objects that can be held on one's lap.
11. Pupils shall refrain from the use of profane language, tobacco, alcohol, drugs, or any other illegal controlled substance on the bus.
12. Pupils shall refrain from eating and drinking on the bus.
13. Pupils shall not carry hazardous materials, nuisance items, and animals onto the bus. Weapons or fireworks of any kind are not allowed on the bus.
14. Pupils shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school. The driver has no authority to stop the bus to load or unload students except at the designated stops. Students shall have written permission from parent or guardian to leave the bus at other than his or her regular stop. Parent or guardian must also call the bus garage to notify them of the request.
15. Pupils shall refrain from extending head, arms or objects out of the bus windows.
16. Pupils shall refrain from hitching rides via the rear bumper or other parts of the bus.
17. Visitors are not allowed to ride the bus without the permission from the proper authority (Transportation Supervisor)
18. Any pupil damaging transportation property in any way shall pay for all such damages.



Student Device Use Agreement

As a Tooele County School District student, you will have access to a device as part of your classroom instruction. With this privilege, there are several expectations that must be met in order for you to have access to the device. Please read and review the rules and expectations below with your parent or guardian and sign below. You will not be able to begin using the device until this form is returned to your teacher.

By accepting the privilege of using a Tooele County School District device, I will . . .

Be Responsible

- This device is assigned to me for educational purposes and should be used for school related work.
- If I take my device home, I will bring it back to school every day fully charged.
- I agree to follow all district and classroom policies, procedures and guidelines when using my device.
- I will respect intellectual property and copyright guidelines in my work.
- I will treat my device and all accessories with care. I will do everything possible to avoid damage to the device. I will not intentionally cause damage to my device.
- I will not delete, disable, or interfere with any district installed programs, applications, or settings. I will not remove any district labeling or identification placed on my device.

Be Respectful

- I will respect the privacy of others. I will never take pictures, videos, etc. of others without permission.
- I will be polite and show respect while interacting with others online. I will never post or send pictures or messages that may hurt, threaten, or embarrass others. I will use appropriate language in all my electronic interactions.
- I will never be a cyber-bully and will report any bullying behavior to my teachers or parents.
- I will respect myself by ensuring my online persona is an accurate representation of who I am in real life.

Be Safe

- I will keep my usernames and passwords private. I will not share my login information with anyone or allow them to use a device I am signed in to.
- I will not share personal information about myself or others online.

Device Information

Equipment	Repair/ Replacement Cost
	<i>*Please note these costs are approximate. The final cost of replacement may fluctuate based on current retail costs and availability of devices.</i>
Chromebook	\$260 - \$350
Chromebook Charger	\$55
K-2 Device	\$350-\$400

5. Policy 5021 – Admissions and Attendance: Compulsory Education

<https://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=C6PUFF70C6EE>

6. Policy 6000 – School Conduct and Discipline:

Policy 6001 – Philosophy of Safe School Conduct and Discipline

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9TPFFT698C60>

Policy 6002 – Goals and Objectives

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJEF4CD1E8>

Policy 6003 – General Discipline Authority

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJFD4CF502>

Policy 6004 – Delegation of Authority

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJGW4D2A69>

Policy 6005 – Student Rules – Applicability

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJJ64D578F>

Policy 6006 - Publication of Discipline Policies

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BTKSGH729EED>

Policy 6007- Standards for Individual School Discipline Programs

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJPH4E25D1>

Policy 6008 – Grounds for Suspension or Expulsion

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJRK4E736D>

Policy 6009 – Grounds for Mandatory Suspension or Expulsion

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=AL3UGY7C1092>

Policy 6010 – Alternatives to Suspension

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJVK4F0990>

Policy 6011 – Continued Educational Services for Suspended Students – Responsibility of Parent or Guardian

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJWU4F3430>

Policy 6012 – Procedures for Suspension

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USJY44F685D>

Policy 6013 – Annual Review of Expelled Students

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USK2P4FC99F>

Policy 6015 – Provisions for Extended Suspension

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USK434FFC57>

Policy 6016 – Expulsion Checklist

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USK585015DA>

Policy 6017 – Detention of Students after Regular School Hours

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USK5H502FAC>

Policy 6018 – Withholding Goods – Payment for Damage

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USK6A504CD6>

Policy 6019 – Defacing or Damaging School Property – Work Program Alternative

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BV4N6B59F4C1>

Policy 6020 – Notification Received from Juvenile Court (Superintendent to Notify Schools)

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=CAJPV765A3CB>

Policy 6021- Notification of Weapons on School Property

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USK9A50C0D7>

Policy 6022 – Students with Disabilities

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USKAA50E623>

Policy 6023 – Short Term Suspension from School – Students with Disabilities

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USKAZ51006E>

Policy 6024 – Long Term Suspension from School – Students with Disabilities

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USKCL51278F>

Policy 6025 – Emergency Removal – Students with Disabilities

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USKEM5186CC>

Policy 6026 – Emergency Situations – Students with Disabilities

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USKFL51AD3F>

Policy 6027 – Grounds for Suspension or Expulsion

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USLDV561D1E>

Policy 6028 – Discipline Checklist for Students with Disabilities

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9USLFY566AE9>

Policy 6029 – Case Management Team

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=CAJNEG5F8889>

Policy 6030 – Risk Evaluation for Students

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BLJ2Z278D91B>

Policy 6032 – Student Prohibition of Bullying, Cyber-bullying, Harassment, Hazing and Retaliation

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BVYPPQ6582D2>

Policy 6033 – Video and Audio Surveillance

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BUYR3N6BAC6D>

Policy 6034 – Sexual Harassment(Student Policy)

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BUYR3N6BAC6D>

7. Policy 5033 – Section 504 of the Rehabilitation Act and Americans with Disabilities Act

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9URQVX6A11B1>

8. Policy 5031 – Personal Technology and Communication Devices

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=9URQVX6A11B1>

9. Policy 5028 – Student Bus Transportation Policy

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=B5UUJ7759139>

10. Policy 5045 – Athlete and Student Concussion and Traumatic Head Injury

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=BKPU357A08E1>

11. Policy 5005 – Tobacco/Nicotine Free District: Applies to Students (Pre-kindergarten Through Grade 12), District Employees, Schools, Parents, and Visitors

<http://go.boarddocs.com/ut/tooelesd/Board.nsf/goto?open&id=B8BW4C7EDEB6>