



Parent & Student Handbook 2024-2025

KINDNESS   
Matters

School Information

Principal: Camille Hanson [chanson@tooeleschools.org](mailto:chanson@tooeleschools.org)

Administrative Intern: Hannah Philpot [hphilpot@tooeleschools.org](mailto:hphilpot@tooeleschools.org)

Secretary: Shani Barker [shbarker@tooeleschools.org](mailto:shbarker@tooeleschools.org)

School Address: 935 W Timpie Rd. Tooele, UT 84074

School Phone: (435) 882-4597 Fax: (435) 882-0760 Lunchroom: (435) 882-0694



# Settlement Canyon Elementary

935 W Timpie Rd, Tooele, UT 84074  
(435) 882-4597

**Making a Difference for Every Student, Every Day!**

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August 5, 2024

Dear Badger Families,

Welcome back to an exciting new school year at Settlement Canyon Elementary! We hope you had a wonderful summer filled with fun and relaxation. As we gear up for another fantastic year, we are thrilled to have our hallways buzzing with the energy and enthusiasm of our amazing students once again.

At Settlement Canyon Elementary, we are committed to creating a positive and nurturing environment where every student can thrive. Our overarching expectations for all students are simple yet powerful: **Be Kind, Be Respectful, Be Responsible, and Be Positive**. These values guide our interactions, help us build strong relationships, and foster a supportive community.

**Be Kind:** A little kindness goes a long way. We encourage our students to show empathy, lend a helping hand, and treat others with compassion.

**Be Respectful:** Respect is the foundation of a harmonious school environment. We expect our students to honor the feelings, rights, and properties of others, and to listen and communicate thoughtfully.

**Be Responsible:** Taking responsibility for our actions and choices is key to personal growth. We encourage our students to be accountable, make wise decisions, and always strive to do their best.

**Be Positive:** A positive attitude can make a world of difference. We believe in the power of optimism and encourage our students to approach challenges with confidence and a can-do spirit.

This year, we have set several key goals to help our students succeed:

**Improve Reading Proficiency Levels:** Reading is the cornerstone of learning, and we want to ensure every student is building strong literacy skills. We ask that you make it a priority to read with your child for at least 20 minutes each night. This simple daily practice can have a tremendous impact on your child's academic success and love for reading.

**Master Math Facts:** We are focusing on mastering essential math skills, including addition, subtraction, multiplication, and division. Strong math fact fluency is crucial for problem-solving and higher-level math concepts, and we encourage regular practice at home to support your child's growth.

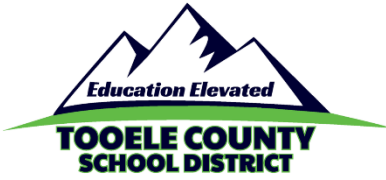
**Attendance Goal:** Regular attendance is vital for academic success. Our goal is for every student to miss no more than 10 days during the school year. Being present every day ensures that your child doesn't miss out on valuable learning opportunities and helps them stay on track with their peers.

Together, we can create an atmosphere where every student feels valued and supported. We look forward to a year filled with learning, laughter, and countless opportunities for growth.

It's a great day to be a Badger!

Warmest regards,

Camille Hanson  
Principal



Tooele County School District  
and  
Settlement Canyon Elementary  
Parent/Student Handbooks



These Handbooks are a guide for you to become acquainted with the policies and procedures of our school and the Tooele County School District. They are available online at <https://settlementcanyonelementary.tooeleschools.org/> . If you would like a paper copy, you can request it through the office.

Thank you for taking the time to read and familiarize yourselves and your child(ren) of the policies, procedures, and guidelines. Let's have a great year!

**Please sign, date, and return** this page to your child(s) teacher as soon as possible. We must have a form on file for each student no later than Friday, August 30, 2024.

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Student Name

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Teacher/Grade

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Parent/Guardian Signature

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Date



# SCHOOL YEAR CALENDAR 2024-2025

Approved January 10, 2023

EVENT	DATE	
Opening Leadership	July 30, 31	Tuesday, Wednesday
New Teacher In-Service	July 31, Aug 1, 2	Wednesday, Thursday, Friday (HR on July 31, 1-5)
Teachers return	Aug 6	Tuesday (No Meetings)
Principal's Day	Aug 7	Wednesday
District In-Service	Aug 8	Thursday
Special Education In-Service	Aug 8 (8am-12pm)	Thursday
Teacher Work Days	Aug 9, 12	Friday, Monday (NO MEETINGS)
Back to School Night	Aug 12	Monday
Kindergarten Tea	Aug 12	Monday
<b>First Day of School</b>	<b>Aug 13</b>	<b>Tuesday</b>
Kindergarten half days	Aug 13-16	Tuesday - Friday
Labor Day (NO SCHOOL-ALL)	Sept 2	Monday
Professional Learning Day (Early Release-STU)	September 10	Tuesday
Professional Learning Day (Early Release-STU)	October 8	Tuesday
Fall Break (NO SCHOOL-ALL)	Oct 17, 18	Thursday, Friday
End 1st Term (46 Days)	Oct 21	Monday
Teacher Work Day (NO SCHOOL-STU)	Oct 21	Monday
<b>Start of Second Term</b>	<b>Oct 22</b>	<b>Tuesday</b>
Professional Learning Day (Early Release-STU)	November 12	Tuesday
Thanksgiving Break (NO SCHOOL-ALL)	Nov 27 - 29	Wednesday, Thursday, Friday
Professional Learning Day (Early Release-STU)	December 10	Tuesday
Last Day of School Before the Break	Dec 19	Thursday
End 2nd Term (40 Days)	Dec 20	Friday
Teacher Work Day (NO SCHOOL-STU)	Dec 20	Friday
Winter Break (NO SCHOOL-ALL)	Dec 23 - Jan 3	
Resume School	Jan 6	Monday
<b>86 Total Days First Semester</b>		
<b>Start Third Term</b>	<b>Jan 6</b>	<b>Monday</b>
Martin Luther King Day (NO SCHOOL-ALL)	Jan 20	Monday
District Day (NO SCHOOL-STU)	Feb 14	Friday
Presidents' Day (NO SCHOOL-ALL)	Feb 17	Monday
End 3rd Term (41 Days)	Mar 7	Friday
Teacher Work Day (NO SCHOOL-STU)	Mar 7	Friday
<b>Start Fourth Term</b>	<b>Mar 10</b>	<b>Monday</b>
Spring Break (NO SCHOOL-ALL)	March 31 - April 4	Monday - Friday
Easter Break (NO SCHOOL-ALL)	April 18, 21	Friday, Monday
Last Day of School for Students (46 days)	May 21	Wednesday
Teacher Work Day (NO SCHOOL-STU)	May 22	Thursday 1/2 Day Prep and 1/2 Day Grades
<b>87 Total Days Second Semester / 173 Total School Days</b>		

School will be held if a snow makeup date is required.

School extended to May 22 if a snow makeup date is required. Teachers extended to May 23

Professional Learning Community Time: Elementary PLC time: Wednesdays 12:45 - 1:30 pm Secondary PLC time: Fridays 1:45 - 2:30 pm

Professional Learning Days Tuesday Release Times: Secondary Schools @ 11:30 am Elementary Schools @ 12:30 pm

The calendar has 173 days of student contact, 4 data days that count as student days, and PT Conferences that count as 3 student days

Calendar indicates two snow makeup dates as required by Board Rule R277-419-4.

# Settlement Canyon Elementary Staff

## 2024-2025

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### Principal

Camille Hanson

### Admin Intern/Asst. Principal

Hannah Philpot

### Kindergarten

Staci Crane  
Cassie Edwards  
Lori Walters

### Kindergarten Aides

Tiffany Duffey  
Suzy Wall  
Jennifer Warenski

### 1st Grade

Tiffany Hogan  
Heather Kane  
Elise Pratt

### 2nd Grade

Vanesa Dorado  
Rikki Nelsen  
Jaiden Jensen

### 3rd Grade

Cathy Fomer  
Jodi Montes  
McKenzi Petersen

### 4th Grade

Susan Allen  
Kaylene Duncan  
Haley Edwards  
Justin Hansen

### 5th Grade

Lisa Butler  
Amber Healey  
Lisa Hughes  
Madelyn Tate

### 6th Grade

Serenity Christensen  
Sarah Garcia  
Holly Lee  
Stacey Norman

### Secretaries

Shari Barker  
Jennie Vowles  
Hiede Purvis

### Special Education

Brinna Coleman  
Ashli Jones  
Teresa Nelson

### SP ED Paras

Lori Aragon  
Linda Stroebel  
Angie Troyner  
Kaeley Steadman  
Lacie Poyner

### Special Education-SEB

Heather Wall

### SP ED SEB Paras

Amie Morfin  
Veronica Linton

### K-3 Literacy Coach

Amy Christen

### Literacy Aides

Michelle Cordon  
Melanie Dixon  
Trisha Schelble  
Lori Versluis  
Rachel Orr  
Heather Herschi

### Counselor

Pamela Keller

### Refocus Mentor

Libra Wood

### Academic Support Aide

Brandee Bray  
Andrea Hunt

### Math Aide

Adrian Colovich

### Librarian

Paula Lee

### Art Aide

Meagan Peay

### BTS Music Teacher

Jenine Gilie

### PE Aide

Emily Simons

### Speech/Language

Rebecca Schoon

### Speech Para

Deena Sherwood

### Lunchroom

Heidi Barnett  
Debbie Darling  
Jamilyn Jackson  
Lori Phillips  
Sarah Thomas

### Custodians

Bryan Hansen  
Mistie Jacobs  
Elizabeth Seal

### Student Sweepers

Zach Johnson  
Allie Sorensen  
Jackson Garbett  
Zoe Rydaldh

### Nurse

Kristen Wilde

### School Pshchologist

Brian Mullin

### ED Tech

Esther Barney

### IT Tech

Andy Pomeroy

# Settlement Canyon Elementary

## 2024-25 Daily Schedule

Daily Schedule M-T-TH-F -8:50-3:35	
8:30 AM	Doors Open For Breakfast
8:50 AM	Breakfast Ends
8:40 AM	1st Bell-Line up in at the designated grade level area.
8:50 AM	School Starts
3:35 PM	School Dismissed- Exit out their designated doors.

Early Release Wednesday-8:50-12:30	
8:30 AM	Doors Open For Breakfast
8:50 AM	Breakfast Ends
8:40 AM	1st Bell-Line up at the designated grade level area.
8:50 AM	School Starts
12:30 PM	School Dismissed- Exit out their designated doors.

Kindergarten Schedule M-T-TH-F	
AM Kindergarten	8:50-11:40 AM


Kindergarten Early Release Schedule	
AM Kindergarten	8:50-10:20 AM

Lunch & Recess Schedule				
1st Grade	Lunch	11:15-11:35	Recess	11:35-11:55
2nd Grade (K)	Lunch	11:35-11:55	Recess	11:55-12:15
3rd Grade (K)	Lunch	12:00-12:20	Recess	12:20-12:40
4th Grade (K)	Lunch	12:20-12:40	Recess	12:40-1:00
5th Grade	Lunch	12:40-1:00	Recess	1:00-1:20
6th Grade	Lunch	1:00-1:20	Recess	1:20-1:40

Lunch & Recess Schedule				
1st Grade	Lunch	10:15-10:35	Recess	10:35-10:55
2nd Grade	Lunch	10:35-10:55	Recess	10:55-11:15
3rd Grade	Lunch	11:00-11:20	Recess	11:20-11:40
4th Grade	Lunch	11:20-11:40	Recess	11:40-12:00
5th Grade	Lunch	11:40-12:00	Recess	12:00-12:20
6th Grade	Lunch	12:00-12:20	Recess	10:20

Daily Recess Schedule			
Kinder	10:00	4th Grade	2:15
1st Grade	1:40	5th Grade	10:30
2nd Grade	2:00	6th Grade	11:15
3rd Grade	10:15	Kinder	2:00





### SPECIALS SCHEDULE

Library, Music, PE, Art

Grade	Monday	Tuesday	Thursday	Friday
4th Grade 10:00-10:35	L- Allen	L- Hansen	L- Edwards	L- Duncan
	M- Duncan	M- Allen	M- Hansen	M- Edwards
	P- Edwards	P- Duncan	P- Allen	P- Hansen
	A- Hansen	A- Edwards	A- Duncan	A- Allen
5th Grade 10:45-11:20	L- Butler	L- Tate	L- Hughes	L- Healey
	M- Healey	M- Butler	M- Tate	M- Hughes
	P- Hughes	P- Healey	P- Butler	P- Tate
	A- Tate	A- Hughes	A- Healey	A- Butler
6th Grade 11:30-12:05	L- Christensen	L- Norman	L- Lee	L- Garcia
	M- Garcia	M- Christensen	M- Norman	M- Lee
	P- Lee	P- Garcia	P- Christensen	P- Norman
	A- Norman	A- Lee	A- Garcia	A- Christensen
1st Grade 12:30-1:05	L- Hogan	L-	L- Pratt	L- Kane
	M- Kane	M- Hogan	M-	M- Pratt
	P- Pratt	P- Kane	P- Hogan	P-
	A- Pratt	A- Kane	A- Hogan	A-
2nd Grade 1:15-1:50	L- Dorado	L-	L- Nielsen	L- Jensen
	M- Jensen	M- Dorado	M-	M- Nielsen
	P- Nielsen	P- Jensen	P- Dorado	P-
	A- Nielsen	A- Jensen	A- Dorado	A-
3rd Grade 2:00-2:35	L- Forner	L-	L- Peterson	L- Montes
	M- Montes	M- Forner	M-	M- Peterson
	P- Peterson	P- Montes	P- Forner	P-
	A- Peterson	A- Montes	A- Forner	A-
garten -3:05	L- Crane	L-	L- Walters	L- Edwards
	M- Edwards	M- Crane	M-	M- Walters

## SCES STUDENT AND PARENT HANDBOOK

**ATTENDANCE** – There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be replaced.

The importance of regular attendance cannot be over-emphasized. A child should be in school every day that he/she is able. Students who miss a lot of school are at risk. Research has shown that each day of absence results in 2 ½ days of loss of learning due to disruption in the student's instruction. Your assistance with this could make a big difference for your child.

**The fewer the absences, the better, but generally, no more than ten school days missed for the entire year is considered manageable.** Acceptable reasons for being absent are personal illness, professional appointments that are impossible to schedule at any other time, and family emergencies. Babysitting, shopping, and other such things are not recognized as legitimate reasons for missing school. Please do everything possible to arrange vacations with the school calendar in mind. Try to schedule doctor and dentist appointments so that children do not miss instruction. Unless the appointment takes the entire school day, students are expected to attend class before and after their appointments. It is extremely difficult to successfully keep up with classwork if attendance is irregular. Even "getting the work" does not make up for missing instruction. Regular attendance is not only critical for a good education but is the parent's legal responsibility.

If a child is going to be absent or late, please call or email the school ([shbarker@tooeleschools.org](mailto:shbarker@tooeleschools.org)) by 9:30. A voicemail message can be left if the call is made before school hours. If a child does not arrive at school, we want to be sure he/she is safe with you.

TCS D has implemented a call-out system which will make phone calls home if your child has not been called in absent and excused that day. At this time, those phone calls will go out starting at 10:30 a.m. Classroom incentives and school-wide incentives promote the importance of attendance.

\*\*Each family will have access to the Tooele School District's Compulsory Attendance Policy which is posted on our SCES website. Please review the policy and if you would like a paper copy of the policy for your records, please stop by the office and pick one up.

**TARDIES** – Being late can also be disruptive to a child's education. Excessive or habitual tardies cause students to miss important instruction. It takes additional teacher time to explain or help catch up with the tardy student, which is not fair to the students who arrive on time. It is often embarrassing for students to be late. Please help us by making sure your child gets off to a good start. The best arrival time is 8:40-8:45.

**MAKE-UP WORK** – When students are sick, teachers will gather assignments to be picked up after school or sent home with another student, if requested. Please e-mail the teacher or call to request the service. Please do not drop in during the school day to pick up assignments for students who are sick. When classes are interrupted, it disrupts valuable instructional time for other students. Please remember there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussions cannot be reproduced or re-staged for children who are absent.



**ARRIVAL TO SCHOOL** – We suggest an arrival time of 8:40 unless children eat school breakfast. Students who eat breakfast will be admitted to the building at 8:30. Arrangements must be made for childcare/supervision in the morning before school. Please carpool or arrange child-care so children will not be dropped off or arrive too early. Teachers will be planning before school begins. Please respect this planning and preparation time. A well-prepared teacher is essential to your child’s education. Students should be in their seats and ready to start school when the tardy bell rings at 8:50.

**DISMISSAL** – Students will be released through their designated grade level doors after school. Please designate an after-school meeting spot for siblings and friends to meet their ride or to walk home. Students are not to be on the playground using equipment or playing during dismissal. They may return later to play outside once they have checked in with their parents and have their parents’ permission to return to the playground. Students will not have access to the building nor will supervision be provided.

**PARENTS REQUESTING EARLY DISMISSAL/RELEASE OF STUDENTS** - In the event a student needs to be dismissed from school prior to the last bell of the day, parents/guardians are required to come to the office and officially withdraw the student. Upon completion of the sign-out process, which includes presenting identification, the student will be called to the office. Parents/guardians are not allowed to go directly to class and withdraw the student. We will not allow students to wait outside of the building for parents to pick them up during the school day. Students are not allowed to walk home by themselves during school hours for safety reasons.

**SKYWARD** - Parents are encouraged to use Skyward to track their child’s work, attendance and lunch account. The school provides passwords and ID numbers. Please understand that grades will be posted in a timely manner. TCSD Board policy requires that grades be updated weekly. If you have any questions about missing assignments or grades, please email your child’s teacher.

**ASSESSMENTS/TESTING** – Students are tested to monitor their progress throughout the school year. Some testing is informal, and some is formal and mandated by the state. All children are given reading screenings at the beginning of the school year to help teachers plan effective instruction. Throughout the year, reading fluency and comprehension are regularly tested using Acadience/DIBELS, which consists of grade-level passages that students read for word accuracy and then retell what was read. Reading fluency rates and comprehension checks provide snapshots of a child’s reading progress and sometimes tell us that further exploration may be warranted. Progress monitoring in math is completed regularly in each classroom and data is analyzed to inform instruction. RISE Summative assessments are given at the end of the school year in Language Arts, Writing, Science and Math.

**HOMEWORK & GRADING**– See Homework and Grading Policies in the District Student Handbook.

**BREAKFAST & LUNCH** - Nutritious breakfasts and hot lunches are provided for all students who wish to purchase them. The prices are listed below:

Breakfast	\$2.00
Lunch	\$2.50
Adult Breakfast	\$3.50
Adult Lunch	\$4.50

Students are welcome to bring their own lunches from home. Students may not leave school for lunch unless accompanied by their parent or guardian. Settlement Canyon Elementary is a closed campus. If you have any questions, please call to speak with the lunchroom manager. Free and reduced lunch forms are available online. If you need assistance, please contact our lunchroom manager. Pay on any student or staff account 24/7 via credit or debit card via [e~Funds](#).

- Pay at your student's cafeteria via cash or check from 8:30 a.m. to 1:30 p.m.
- Come to the Child Nutrition office during business hours.



Students will be able to charge a few meals when they run out of funds because we do not want children to be hungry and we understand that sometimes children forget things, but please help your child have a good experience at school by ensuring that they have what they need to do well. Towards the end of the year, lunch accounts need to be settled and charges are no longer possible. Notices will be sent home.

We are diligently and constantly working toward good table manners, courtesy, and proper lunchroom behavior. We believe we should reinforce good eating and behavior habits taught at home. Each child is expected to practice good manners while in the cafeteria. For sanitary and allergy reasons students should not exchange or share lunches.

**CELL PHONES and SMART WATCHES** - We understand the feeling of security that cell phones or smart watches bring, but we need to make sure they don't cause problems at school. Cell phones and/or smart watches may be brought to school with parent's permission but must be turned off during school hours and kept in backpacks. **Cell phones or smart watches are not to be used by students during school hours, including recess.** The office phone is available for students when necessary and with permission during the school day. We cannot assume any responsibility for lost or damaged cell phones or smartwatches.

If students do not follow the guidelines for cell phones or smartwatches, the consequences will be as follows:

- **1st Infraction:** A warning will be given, and students will be reminded to place their device in their backpack.
- **2nd Infraction:** The cell phone or smartwatch will be held until the end of the school day.
- **3rd Infraction:** The device will be held in the office and must be picked up by a parent.

**CHANGE OF ADDRESS AND/OR CONTACT INFORMATION** – Please inform the office if you change your address or phone numbers at home or at work. It is imperative that we can locate you in case of an emergency.

**COLLABORATION/PROFESSIONAL DEVELOPMENT for TEACHERS** - Students will be released from elementary school on Wednesdays for teacher planning and collaboration. The School Board has approved one Tuesday afternoon (Sept-Dec) as an early release day to be used for teacher collaboration and professional development. See the school year calendar for specific dates. The purpose is to improve student achievement through effective teacher instruction and skills development. Student learning data will be closely analyzed to better inform instruction.

**COMMUNICATION HOME/SCHOOL** – The district now uses Peachjar, an electronic flyer distribution program that replaces paper flyers. With Peachjar, each school can send email flyers directly to families. To receive these flyers, you must have a current email address registered with the school. You can update your email information by logging into Skyward. Flyers and updates will also be available on our SCES Website and Facebook Page. Additionally, all classroom teachers and administrators will communicate using the Talking Point App, a text messaging platform.

Mrs. Hanson has an open-door policy with parents, teachers, and students. Please take advantage of the invitation to come in and visit, call, or email if you have a question that needs to be answered or a concern. If Mrs. Hanson is not available when you stop by, she will get back to you as soon as possible. Please feel free to make an appointment through the secretaries if you prefer.

If you have questions or concerns, please contact your child's teacher or Mrs. Hanson. If a problem arises, you are encouraged to talk to your child's teacher first to gain a full perspective. If a problem can't be resolved or you are aware of a serious situation, please contact Mrs. Hanson directly. Classroom APPS and email are the most effective ways to contact staff. Most of our emails can be addressed using the first initial and last name of the person you'd like to communicate with. For example, John Smith = jsmith@tooeleschools.org.

**COMMUNITY COUNCIL**– The Community Council is an integral part of Settlement Canyon Elementary, and the school owes much of its success to these organizations, which are kept going by very dedicated and talented parent volunteers. We encourage all of you to be involved.

The Utah State Legislature passed a law in 2000 requiring every public school in the state to establish a Community Council at the school-site level consisting of parents and school personnel for purposes of school improvement. This is an advisory council that helps make plans, review programs and address concerns. Parents and community members are encouraged to use the community council process to address concerns. The Community Council reviews programs and testing results and develops the Trust Lands Plan. Instructional aides, PE and Computer Specialists are among the things funded by Trust Lands.

The Community Council meets throughout the year in the Conference Room or Library and parents are encouraged to participate. Please watch for dates and agendas on the school website or Face Book page. Agendas are posted on the school doors prior to meetings and if there's something you'd like included on the agenda, please contact Mrs. Hanson at least 10 days before the scheduled meeting.

**EMERGENCY PREPAREDNESS AND EVACUATION PLAN** - In the event of an evacuation of the building, the instructional staff has the responsibility of leading students to an area of safety. Safety drills will be conducted throughout the year to help us be as prepared as possible. Every effort will be made to keep parents informed during an emergency. However, parents are requested to stay away from the school grounds to help maintain clear access to the school grounds for emergency equipment unless asked to go to the school by emergency personnel. If possible, parents should walk over to the building when the time is right. Leaving cars at home may be a big help with traffic congestion.

**In the event that there is a major emergency at Settlement Canyon and we need to vacate the school, our site of reunification will be the LDS Church south of the playground.** Please do not come to the school while we are vacating. Meet your child at the reunification site. An accurate accounting of all students will be necessary. Students will be **released only** to their parents or to those listed as emergency contacts. Please be prepared to show identification. **Make sure Skyward is updated with your most current information.**

Call the district office at (435) 833–1900 for further information and/or instructions in the event of an emergency.

**EMERGENCY, ILLNESS, OR INJURY AT SCHOOL - It is necessary that we have a current phone number where we can reach a parent, relative, or neighbor at all times.** If your child is injured at school the medical personnel will not treat him/her without permission from someone in the family, so please let your child and the school know who they may contact at all times. If you are new to Settlement Canyon Elementary School or have had a change in information, please notify the school (435) 882-4597.

If a student becomes ill or is injured at school, parents/guardians will be called. Parents/guardians will be expected to pick up the ill/injured child or to make arrangements for another person to pick him/her up as promptly as possible. Having an ill child at school may affect the well-being of other children.

## **GENERAL SCHOOL RULES - BADGER CODE OF CONDUCT—THE BADGER BEs**

The objective of school discipline is to help make school a safe place and to protect the rights of everyone. Proper discipline is an important part of education and very little can be accomplished when it does not exist. We believe that our students are entitled to the best education our resources can provide. Students who disrupt the educational setting, endanger the rights and safety of others, or harass other students will receive corrective guidance and be subject to disciplinary action.

We believe that teachers have a right to teach and students have a right to learn. Our goal is to focus on the positive and to recognize students for making good choices. Students will not be allowed to disrupt the learning environment. When any student interferes with that philosophy, they are subject to disciplinary action either by a teacher or school administration. Our school rules and expectations are:

### **BE KIND**

- Use Kind Words
- Always be helpful

### **BE RESPECTFUL**

- Listen
- Allow Others to Learn
- Treat others the way you want to be treated

### **BE RESPONSIBLE**

- Focus On Learning
- Follow Directions
- KYHFOOTY (Keep your hands feet, and other objects to yourself)

### **BE POSITIVE**

- Approach each day with an 'I Can' Attitude and a Growth Mindset!

Settlement Canyon Elementary uses THINK TIME when a student is disruptive and they may be sent to another classroom in another grade for a period of time. All students deserve the most positive educational experience possible for academic and social growth. THINK TIME emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. If such behavior is chronic, other actions may be taken.

We believe that students have certain responsibilities and standards of conduct to maintain that will enable them to learn in the school environment and become successful members of society. The standards and responsibilities include but are not limited to:

1. Respect the rights and responsibilities of others.
2. Accept responsibility for his / her own choices and the consequences of choices - good and bad.
3. Abide by the authority of teachers, staff, and other adults.
4. Follow school and classroom expectations.
5. Make a constant effort to do one's best.
6. Help maintain school property and keep it free from damage and vandalism.
7. Abide by all classroom rules and general school rules.

We care about every child who walks through our doors. We work hard to see that your child's dignity and self-respect are maintained. If a problem does occur, please contact the teacher or the principal so that solutions can be found. We cannot address situations we are not aware of.

No set of rules can or should be all-encompassing. School rules are intended to form a nucleus for an orderly and safe school environment. In addition to the school, class, and district rules, students are expected to use common sense and to act responsibly.

Any rules not covered in this handbook are subject to the District Policy and the Tooele County School District Safe School, Conduct, and Discipline Policy. (All parents should read this policy included in the policy handbook. Parents are to sign that they have received the policy and return the sign-off sheet to the student's teacher.)

**FIGHTING WILL NOT BE TOLERATED** – Children must learn to work out their differences in a way that does not lead to more problems. They need to understand that if they can't be friends, they need to leave each other be. Physical aggression and fighting are safe school violations and may result in suspension.

**PROFANITY IS UNACCEPTABLE** - Students engaged in vulgar speech, whether spoken, written, or gestured, will be subject to discipline. Schools have become more and more aware of sexual harassment issues and are understandably required to act when problems are reported.

**CONDUCT TO AND FROM SCHOOL** – Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds.

**DISTRACTING ITEMS** – Children are not to bring toys to school unless invited by the teacher for a special day. Throughout the year there may be a special "Stuffed Animal Day" or other such activity. If that happens, parents will get a flyer or note stating children can bring something special for the occasion.

Toys and anything else like them can be a real distraction at school. Children are not to bring toys for recess because it often results in lost or broken toys and leads to problems. This includes trading cards, Pokemon cards, Tamagotchi, Yugio, Legos, and other items that are a disruption to the learning process.

Any object that is judged to be a distraction or a danger in the classroom or playground may be taken from the student and held by the teacher or turned over to the school administration. Objects will be returned to parents.

**GUM** is not to be chewed by students at school. Gum is not easily removed and often damages school and personal property.

**PRINCIPAL'S OFFICE** – When a student is sent to the principal's office for disciplinary purposes, several things may take place depending on the nature of the behavior and the frequency of visits. Consequences will vary depending on the situation. Such consequences may include but are not limited to a discussion, loss of privileges, parent conferences, and in-school or out-of-school suspension.

**GOOD CITIZENSHIP AWARDS—THE BADGER DEN** - We believe that excellent school citizenship makes all the difference in the world and is something to be recognized and celebrated. Our goal is to have all students called to the office and recognized for exhibiting good citizenship and following our school rules throughout the year.

**STUDENT OF THE MONTH**—Students also have the chance to earn a Student of the Month yard sign for exemplifying characteristics such as honesty, kindness, respect, and others highlighted in our Second Step Program. Students will place them in their yard for the month and bring them back to be passed along to the next month's recipient.

**BULLYING PREVENTION** – Unfortunately, there are many types of behavior problems within a typical elementary school. One of these problems may be bullying. Bullying is harmful and will not be tolerated.

Many students in elementary schools joke around with each other, call each other names, or engage in physical horseplay. Sometimes play gets too rough. We discourage these behaviors at school, but not all these events are bullying.

Bullying and harassment are major distractions from learning and both the victim and perpetrator suffer significant negative consequences when engaged in this type of anti-social behavior. The grades of the victim can suffer. Fear can lead to more problems. Bystanders feel both guilty and helpless for not standing up to the bully. Bullying causes pain and stress and is never justified or excused as “kids just being kids,” “just teasing,” or any other rationalizations. The victim is never responsible for being a target of bullying.

Bullying is about power. Bullying usually occurs between students who are not friends with the intent to hurt the victim in some way. There is often a difference in power between the bully and the victim. The bully may be bigger, tougher, or stronger, but that is not always true. The bully may be able to intimidate others or have the power to exclude others from their social group. Bullying is deliberate, aggressive, hurtful behavior toward another and repeated over time. It can include name-calling, spreading rumors, abusive phone calls, and physical intimidation. Leaving someone out on purpose or trying to get others not to play with someone is also bullying behavior. Most bullying starts out verbally with teasing and verbal put-downs and may become progressively worse if not addressed. Cyberbullying has become a big problem in many areas.

Children are taught to identify bullying and how to handle problems. Students are expected to treat each other with respect, refuse to bully anyone, and refuse to stand by and watch or join in when someone is being bullied. Our students have had training through the “Be An Ally” program. Ask your child what that means to them. Bystanders are expected to report bullying. Students are taught that when they witness bullying happen to another child, they need to report it. Bystanders can make a big difference in whether or not bullying continues. Bystanders are sometimes reluctant to speak out because they are often afraid that they will become victims too. Please help your child understand that reporting is the first step to making things better. Children should not be afraid to get help when necessary. The goal of any effective school solution is to take away all support for the bully.

We adhere to the following rules about bullying:

1. We will NOT BULLY others.
2. We will try to HELP others who are bullied.
3. We will try to INCLUDE others who are bullied.
4. When we know someone is being bullied, we will TELL an adult at school or at home.

These rules and expectations are reinforced in the school and on the playground.

At the elementary school level, our goal is to stop bullying from occurring. Children are taught skills that help them handle the situations themselves if possible. Teachers are knowledgeable and aware of bullying behaviors and consequences. We encourage children to report bullying. Many children are reluctant to tell an adult for fear that it will only compound the problem. Some children believe they should be able to handle things without an adult stepping in. While we want children to be empowered and to learn how to stick up for themselves in the appropriate way that will not escalate the problem, most of the time adult intervention is necessary.

If a child is being bullied they should tell their parents, teacher, or report it to the principal. Action will be taken.

Responses to bullying may include the 3 R’s: restitution, resolution, and reconciliation. It may include discussions and re-teaching. Children who bully others must develop empathy and learn

positive social skills. They need to learn how to manage anger and resolve conflict peacefully. We strive to provide constructive learning experiences for children who have exhibited bullying behaviors. We recognize the need to provide consequences for inappropriate behavior, but as educators, we also recognize the need to "teach" students more appropriate behavior. In response to bullying behaviors, we attempt to help our students understand the effects of their actions on the school community, take responsibility for their behavior, and accept the consequences.

Consequences for bullying may include a verbal warning, removal from activities, or a conference with parents. A verbal or written apology to victims may be required. In some cases, detention or suspension may be warranted.

Parents are an important component in stopping bullying. They can help in making our school bully-free by teaching their children to be kind and tolerant of each other. Accepting nothing less than respectful behavior from our children at home and at school is the solution.

**GUEST (Substitute) TEACHERS** - Teachers are dedicated, hard-working individuals. Occasionally, even teachers must be away from their classrooms because of personal/family reasons, illness, or other emergencies. When the regular classroom teachers are away from the school, the Tooele County School District has hired and cleared a core of qualified individuals to fill in until the regular teacher returns to her/his classroom. If you are willing to serve as a substitute at our school, please let us know.

Functioning as a guest teacher is a difficult job. We need to help them be as successful as possible in their jobs. Counsel your children to be on their best behavior when a guest teacher is assigned. Remind them to treat the guest teacher with respect.

If a student becomes disruptive to the point of being referred to the administrator's office by a guest teacher, he/she may be removed from the classroom for the remainder of the school day. If the infraction is serious, additional disciplinary action may be taken.

**LIBRARY** - Each 2<sup>nd</sup> – 4<sup>th</sup>-grade child may check out two books weekly. One can be **anything** that they want as a "fun book," and the other is their choice as well, but it must be on their reading level. Once a child gets to 5<sup>th</sup> and 6<sup>th</sup> grades, they may get two books of their choice as "fun books" (this can include reading books if they choose) and one that is classed as a "reading book", which is their choice of book on their reading level. All library books need to be returned or replaced.

**LICE** – From time to time we are notified that a parent has discovered lice in their child's hair. Lice are not uncommon with schoolchildren, not a health emergency, and do not mean that children are dirty. Having lice does not justify undue alarm. We ask that you handle this directly, state the facts, and discourage irrational and unkind reactions.

According to the Health Department, lice do not jump from head to head and are spread through direct contact and sharing items like brushes, hats, and pillows. For further information, please call the Tooele County Health Department at 843-2316.

**LOST AND FOUND ITEMS** - If your child finds anything at school, please encourage them to turn the item into the lost and found. Throughout the school year, many personal items are left unclaimed by students. These include coats, hats, shoes, gloves, and lunch boxes. Please label all items brought to school and if your child loses anything, please check in the school's lost and found. It would be a good idea to check the racks and bins periodically. **Any unclaimed items will be donated to a charitable institution during winter break, spring break, and summer break.**

**MEDICATIONS** – State law forbids school personnel to dispense any medication, even over-the-counter remedies, without the written consent of the child's physician, and/or the City/County Health Department. Forms for this purpose are available in the office and must be completed before we will administer any medication. All medication containers must have complete information attached: name of contents, patient, dosage, and instructions.

Children are not allowed to carry medication of any kind at school including prescriptions,

aspirin, or Tylenol. Cough drops are okay.

NOTE: State law is very strict and will not allow the school to dispense any over-the-counter drugs such as Pepto-Bismol, cough syrup, Tylenol, or aspirin.

If you have any questions, please contact us or the Tooele Health Department at 843 – 2314.

**PARENT CONFERENCES** - Cooperation between teachers and parents plays an important role in student success. For that reason, parents should feel free to contact any of our teachers and arrange a conference at any time to discuss student progress. Please call to schedule the conference before coming to the school so as not to interrupt a class in progress. Parents should NOT go to a teacher's room without checking with the office and arranging an appointment time.

Let your child's teacher know at any point if you need to arrange a conference to meet by phone, in person, online, or through email. Teachers want to be available to parents to help ensure school success for every child.

**PARENT REQUESTS FOR STUDENT PLACEMENT** - The staff makes extensive and thoughtful efforts to place students with the most suitable teacher possible. Teachers play a key role in the placement process. Teachers meet as a grade level and divide the students into classes that are equally balanced in relation to all the other classes at that grade level. When class groupings are made, teachers consider the individual needs of the students as well as the composition of the whole group.

Staff members consider the academic needs of the student and attempt to match those needs with the individual strengths of teachers. We work diligently to balance each class so that teachers are not hampered in their efforts to meet individual needs. We look closely at the social and behavioral needs of each student to create the most productive, effective, and positive learning environment possible. We have learned that requests for teachers may get in the way of an effective and balanced education for all students. Therefore, we do not take teacher requests. If there are extenuating circumstances that you want us to be aware of, please contact Mrs. Hanson in writing by May 1st.

**PARTIES ON SCHOOL TIME** - The Tooele Board of Education limits parties held on school time. The school also recognizes the appropriate use of group rewards when earned by the students. Parents may wish to celebrate a student's birthday or other important events by bringing in a treat for the class. Parents are asked to contact their classroom teacher and make appropriate arrangements. Out of concern for the feelings of our students, we cannot allow birthday invitations to be distributed at school unless everyone in the class is invited. This will help avoid hurt feelings of students not receiving invitations.

Utah State Code [Food and Sanitation 2-101] requires that no home-prepared items be served at school. If food items are a part of any classroom celebration, the food items must be brought to school in unopened original containers. Special food presentations and classroom demonstrations of food preparation may be allowed if cleared through the school administration prior to the demonstration.

**PTA** – The Parent-Teacher Association provides an opportunity for parents to get involved in the school in a variety of ways. Our PTA provides many great activities for our children throughout the year including Reflections, field trips, assemblies, and family nights. The PTA generously provides meals for teachers and staff during conferences and treats the teachers to wonderful surprises during Teacher Appreciation Week.

The PTA provides programs and transportation costs for field trips by sponsoring various fundraisers. Meetings are held monthly. Please be on the lookout for information on our school website, Facebook, and emails about PTA. Please consider joining and being involved as much as you can. Membership dues are \$9 and our students benefit greatly by every member!



**RECESS** – Sometimes recess is held indoors when the weather is bad, but most recesses are outside. We are sorry that we cannot accommodate requests for students to remain inside for recess. Students are not to be left unsupervised in classrooms and recess is often the only time teachers can leave their rooms. Please encourage your child to come to school dressed appropriately for the weather. If there are extenuating circumstances or a doctor's note, please contact your child's teacher.

**STUDENT DRESS** – Clothing, language, and behavior reflect the pride we take in our school and in the pursuit of learning. Proper dress and grooming greatly affect the attitude and behavior of students. Research indicates that student dress influences academic success. With this in mind, we encourage all students to be mindful of their dress and grooming habits. School is the child's place of business, and children who are groomed and dressed in appropriate school clothing seem to do a better job. Please be sure that your child is dressed appropriately to fit the weather conditions for the day. Stay aware of predicted weather conditions and dress your child for their comfort and safety. See the **DRESS CODE Policy** in the TCS D Student Handbook.

**STUDENT VISITORS/GUESTS** - Student visitors are not permitted to attend classes or visit school or classrooms during regular school hours. District policy does not allow students to attend classes unless enrolled at our school. Our school cannot be held responsible, legally or practically, for taking care of children who are not registered at Settlement Canyon Elementary. Please make other arrangements for visiting school-age relatives and friends.

**TELEPHONE USE** - The school telephones are for business purposes. In order to eliminate confusion in the office and relieve pressure on the telephone we ask you to arrange with your children ahead of time where they should go after school or the pick-up schedule if they are in a carpool.

The end of the school day is a busy time in the office and phones cannot be tied up with social planning. After school friend arrangements should be made at home. Children with a legitimate reason (emergency) and a telephone pass from their teacher will be allowed to use the phone.

Please do not call children out of class to the phone except for emergencies, and please don't ASK THE OFFICE STAFF TO RELAY MESSAGES TO YOUR CHILD UNLESS THE SITUATION IS VERY IMPORTANT. We try to limit classroom interruptions to facilitate the productive use of classroom time.

**TRAFFIC SAFETY** – Please always drive carefully around the school and be sure everyone wears seat belts. We want to encourage everyone to drive slowly and extra cautiously anytime children are around. Periodically local police officers will monitor compliance with traffic and safety laws. We use the front parking lot for drop off and pick up. Students should only enter or exit vehicles on the curbside. Never park or leave your car unattended in the loading zone.

**ROUTING PLAN**—It is the responsibility of the employees and parents of Settlement Canyon Elementary to Provide a safe and orderly environment for our students. Please become familiar with the following guidelines to ensure student safety.

**LOCATION AND BOUNDARIES:** Settlement Canyon is located at 935 W. Timpie Rd, Tooele, Utah. The boundaries include those outlined on the map as well as Stockton, South Rim, Rush Valley, and Ophir. We welcome all students in the West Elementary Boundary in grades 4th-6th who choose not to participate in the German Dual Immersion Program.

**WALKING DIRECTIONS:** Students are always advised to walk on the sidewalks to and from school, crossing the street only at areas with crosswalks, intersections with stop signs, and areas controlled by crossing guards.

**ROAD CLOSURE:** For the safety of our students and staff, 900 W between Timpie Rd and 1000 S will be closed to all drop-off and pick-up traffic before, during, and after school.

**DRIVING DIRECTIONS:** Parents that drive to school are encouraged to enter the north parking lot and drop students off at the front of the building. This is a 'Drop-off/Pick-up and go' zone only. Parents are discouraged from parking at the curb. If you need to inside the building, please park in a parking space. Parents may not use the bus lane on the south side of the school for drop-off and pick-up.

**BICYCLES/SCOOTERS/SKATEBOARDS:** Students may ride bicycles, scooters, and skateboards to school. However, they should not be ridden once on school grounds. Students are asked to walk their bikes and scooters and carry their skateboards on the school grounds. They are to be parked/locked up in the designated bike rack area in front of the school during the school day.

**BEWARE OF STRANGERS:** Students should always be alert to any presence of strangers in the area. At the first sign of possible danger, they should leave the area quickly and tell an adult immediately.

**POTENTIAL HAZARD:** There is concern about the safety on the corner of Timpie Rd and Coleman. There is a section of road that does not have a sidewalk, and students are forced to walk on the side of the road. This becomes more dangerous in winter as the snow is plowed to the side. Encourage your child(ren) to be cautious, alert, and attentive to the traffic at all times.

We encourage additional guidelines to ensure the safety of all who attend, are employed, or visit Settlement Canyon Elementary.

**VEHICLES ON THE PLAYGROUND:** Due to the risk of danger to our students, we ask that parents not drive vehicles onto the playground or behind the school. Risk Management recommends that vehicles not be on the playground ever, including weekends, especially if any child is at play. Please park in the parking lot or on the street for activities.

**VOLUNTEERS:** Volunteers are always welcome, and much appreciated. Many of the things the school provides would not be possible without the generous support of the community. Volunteers often find that the energy and commitment put in are returned in terms of satisfaction, skills, and experience. All volunteers, including those who go on field trips, must complete the volunteer procedures including a background check through the district. Use the following link to sign up:

<https://appgarden5.app-garden.com/VolTrackUT30.nsf>

Please sign in at the office and wear a badge while in the building. When you leave, please record your hours so that the PTA gets credit for your service. There are many ways to volunteer and be involved. Please contact your child's teacher, our K-3 Literacy Coach, Amy Christen, or the PTA for suggestions on how you can help.

We also recognize that you make valuable contributions to your child's success at school every day when you see that your child completes his or her homework, reads every day, gets plenty of rest, eats well, exercises, and has a good attitude about school.

**WITHDRAWAL FROM SCHOOL:** Students who are transferring to another school must check out through the office before leaving. Textbooks, library books, and lunch fees must all be checked off before records are transferred to the new school.

### **WHERE CAN FAMILIES FIND HELP?**

**INDIAN EDUCATION:** Title 7 is a federally funded program that serves Native American students. Although we make every effort to identify students who are eligible for services, please let Mrs. Hanson know if you believe your child may qualify for this support. Title 7 Coordinator 435-833-1900.

**ALTERNATIVE LANGUAGE SUPPORT:** Support is available for students who are not proficient in English. Although we make every effort to identify students who are eligible for services, please let Mrs. Hanson know if you believe your child may qualify for this support.

Coordinator –435-833-1900.

**FAMILY LIASON/HOMELESS STUDENTS:** – Homelessness is a lack of permanent housing. Under the McKinney-Vento Act students living in a shelter, car, hotel, motel, campground or temporary housing 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 guardian cannot produce records required to enroll; 3. Be eligible for free lunch and fee waivers; 4. Be provided transportation to the school of origin by parent request. Although we make every effort to identify students who are eligible for services, please let Mrs. Hanson know if you believe your child may qualify for this help. Coordinator – Laura Burdine (435)-833-1900

**DUE PROCESS:** If your child is receiving services because they qualify for an Individualized Education Plan (Special Ed) or a 504, please be aware of your family rights under due process. Each meeting should begin with a procedural safeguards discussion and if there are any questions, do not hesitate to contact Mrs. Hanson for clarification.

Special Ed Director/ 504 Coordinator – Marissa Lowry – 435-833-1900

### **NONDISCRIMINATION STATEMENT AND GRIEVANCE PROCEDURE**

Settlement Canyon Elementary School will not discriminate against you because of race, religion, age, sex, color, or creed. Tooele County School District, as a standing policy, does not discriminate against individuals because of their race, color, religion, age, sex, national origin, handicap, or status as a disabled veteran or Vietnam veteran. This policy applies to all school programs and employment handled by the school district or through contractors, subcontractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974, and other Federal and State statutes and regulations.

Inquiries regarding the application of these laws and regulations, or grievance procedures to be followed in the event of noncompliance, may be directed to the Tooele County School District's Equal Employment Officer at 60 Lodestone Way, Tooele, Utah 84074, or Director, Denver Regional Office for Civil Rights, U.S. Dept. of Health, Education, and Welfare.