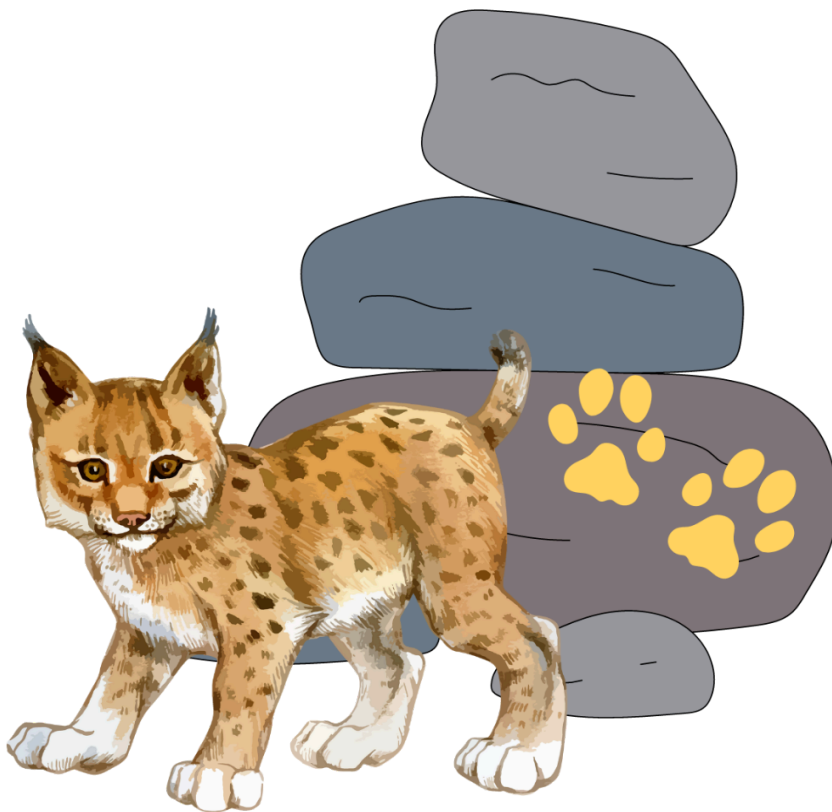


Overlake Elementary School

Parent & Student Handbook

2024-2025



School Information:

2052 N 170 W, Tooele, UT 84074

Phone: 435-843-3805 Fax: 435-843-3809

Principal: Amy Burger

Administrative Intern: Donna Huxford

Secretary: Tamara Searle & Leslie Fackrell

School Webpage: <https://overlakeelementary.tooeleschools.org/>

Mission Statement:

Prepare all students to be respectful, responsible, and lifelong learners

Dear Students, Parents, and Families,

Welcome to Overlake! I am thrilled to begin the new school year and look forward to meeting each of you. Your involvement and support are highly valued, and I encourage parents to actively participate in our school community. My door is always open, so please feel free to visit if you have any questions, suggestions, or concerns.

This updated Parent/Student Handbook contains important information about many of the programs and policies at Overlake Elementary. If you cannot find the information you need, please do not hesitate to contact the school office. We are here to assist you in any way we can.

We are excited to continue our Russian Dual Language Immersion Program for 2nd - 6th graders. Over the coming years, these students will work towards fluency in the Russian language, and we look forward to witnessing their growth and achievements. Additionally, we are committed to fostering the academic and personal growth of all our students, providing them with a supportive and enriching learning environment.

Our goal is to ensure that Overlake Elementary is a positive, safe, and successful experience for all students. We are dedicated to creating a nurturing atmosphere where every child can thrive. Thank you for your continued support and partnership. Together, we can make this an outstanding school year.

We are looking forward to working with your students this year. Here are our school wide rules:

Be Ready

- Have materials ready to use
- Willingness to learn and participate
- Always do your best

Be Responsible

- Use walking feet
- Use appropriate voice level
- Use materials and equipment properly

Be Respectful

- Healthy habits
- Keep hands, feet, and objects to yourself
- Follow directions the 1st time
- Be kind to yourself, others, and property

At Overlake we have an active PTA and School Community Council and we invite you to attend any of these meetings. Our first PTA and Community Council meeting will be held August 23rd. We also update our Facebook and Instagram pages regularly with current events at our school.

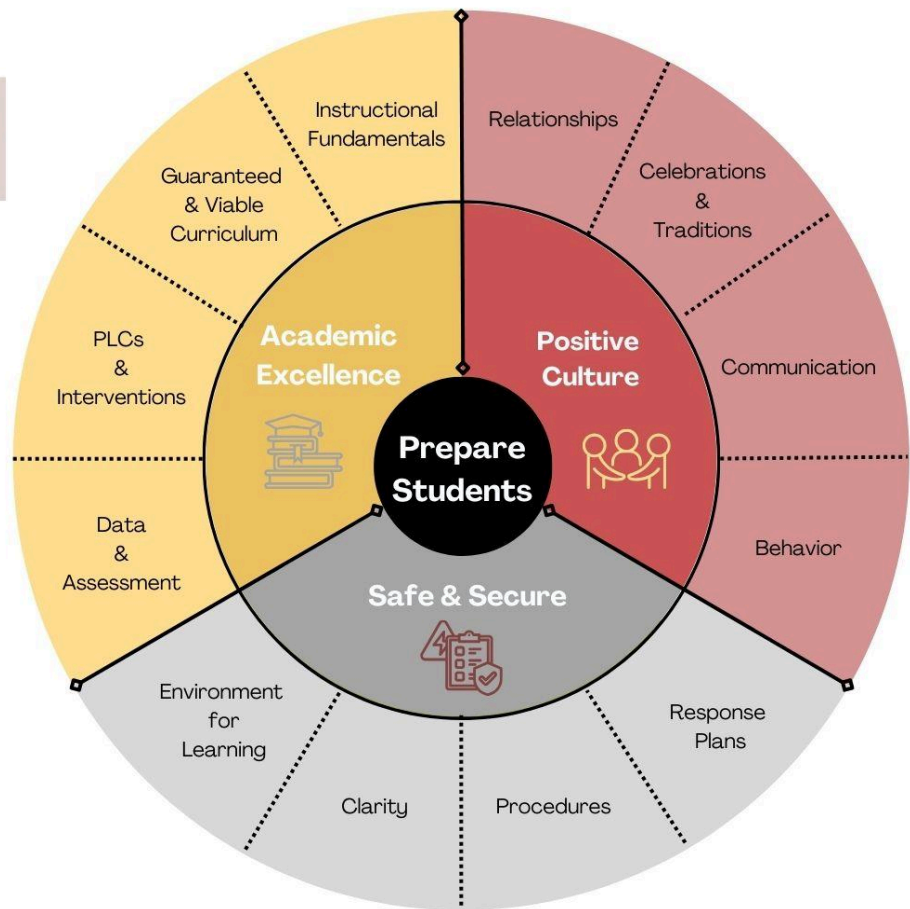
Sincerely,

Mrs. Burge
Principal
Overlake Elementary

Overlake Elementary

Mission Model

To prepare all students to be respectful, responsible, and lifelong learners



Overlake Elementary

School Telephone Number:	(435)843-3805
Lunchroom Telephone Number	(435)843-3805 ext. 2404
Principal:	Amy Burge
Administrative Intern:	Donna Huxford
Secretaries:	Tami Searle Leslie Fackrell
Kindergarten:	Stacie Barker Marie Mecham Michelle Ricks
First Grade:	Suzie Peterson Veronica Pascal Sara Eliason Aubrey Jones
Second Grade:	Beth Dale Russ Karren Mary Anne Spencer (DLI) Elena Smith (DLI)
Third Grade:	Anastasia Rybakova (DLI) Lorie Singer (DLI) Miranda Galambos Sherri Lockwood
Fourth Grade:	Joanna Harris Phoebe Dixon Michelle Lingenfelter Kate Bareykina (DLI) Christiine Timmreck (DLI)
Fifth Grade:	Marina Krutikova (DLI) Andrea Rawlings (DLI) Ty Legge Elizabeth Bulkley
Sixth Grade:	Katrina Mick Tami Parker Michelle McKechnie (DLI) Sniazhana Asabina (DLI)
Special Education:	Cheryl Bartlett Chanda Tate
Counselor:	Alison Jacobsen

Special Education Support Staff:	Cindy Andrews Melinda Choate Leesa Jones Crystal Lawrence Virginia Watson
Psychologist:	Nolla Bayly
Speech/Hearing:	Jessica Anderson
Literacy Coach:	Alex Marquard
Literacy Interventionists:	Emma Ruckle Nayeli Moormann Jamie Greene
Math Interventionist:	Diane Crawford Ryland D'Arnall
Recess Aide:	Tara Nixon Neichia Reyes
Librarian/Media:	Mandy Forman
PE Specialist:	Lauren Nielson
Art Specialist:	Jessica Fogg
Music Specialist:	Allison Bowler
Refocus Mentor:	Stephanie Kipp
Kindergarten Support Staff:	Krystal Gonzalez Cassie Merkley Olivia Saunders Karina Tiller
Head Custodian: Custodians:	Blaine Chynoweth Pam Martinez
Lunchroom Manager:	
Lunchroom Staff:	Blanca Perez LeAnne Lane
Stansbury Area Literacy Coach:	Cliffette Munson
ML Specialists:	Amory Mablesen

2024-2025 STUDENT CALENDAR

July 22-August 12	In-Person Registration (if needed)
August 12, Monday	Back to School Night 4-6 p.m.
August 13, Tuesday	School Begins
	(½ day for Kindergarten August 13-16)
August 19, Monday	Full School Day Begins for Kindergarten
September 2, Monday	Labor Day - No School
September 10, Tuesday	Early Release for Students
October 8, Tuesday	Early Release for Students
October 17-18, Thurs-Fri	Fall Break - No School
October 21, Monday	1st Term Ends
October 21, Monday	Teacher Workday – No School
October 22, Monday	2 nd Term Begins
November 12, Tuesday	Early Release for Students
November 27-29, Wed.-Fri.	Thanksgiving Break - No School
December 10, Tuesday	Early Release for Students
December 19, Thursday	Last Day of School Before the Break
December 20, Friday	2nd Term Ends
December 20, Friday	Teacher Workday - No School
December 23-January 3 Mon.-Fri.	Winter Recess - No School
January 6, Monday	School Resumes
January 6, Monday	3 rd Term Begins
January 20, Monday	Martin Luther King Day - No School
February 14, Friday	District Day – No School Students
	(* Snow make-up day if required)
February 17, Monday	President’s Day - No School
March 7, Friday	3 rd Term Ends
March 7, Friday	Teacher Workday - No School
March 10, Monday	4 th Term Begins
March 31-April 4, Mon.-Fri.	Spring Break - No School
April 18 & 21, Fri. & Mon.	Easter Break - No School
May 21, Wednesday	Last Day of School for Students
May 22, Thursday	Teacher Workday - No School

Overlake Elementary Daily Schedule

8:20 am Breakfast Doors Open

8:40 am First Bell Rings

8:50 am School Begins

3:35 pm School Dismissed (Wednesday dismissal at 12:30 pm)

Lunch Schedule

	<u>Cafeteria</u>	<u>Outside</u> <u>Recess</u>
Kindergarten	12:05 - 12:25	11:45 - 12:05
1st	11:30 - 11:50	11:50 - 12:10
2nd	11:40 - Noon	Noon - 12:20
3rd	11:55 - 12:15	12:15-12:35
4th	12:10 - 12:30	12:30 - 12:50
5th/6th	12:40 - 1:00	1:00 - 1:20

Wednesday Lunch Schedule

Kindergarten	10:30 - 10:50
1st	10:40-11:00
2nd	11:05-11:25
3rd	11:15 - 11:35
4th	11:45-12:05
5th	11:55 - 12:15
6th	12:10 - 12:30

		<u>Adult</u>	<u>Staff</u>
Cost:	Breakfast	\$2.50	\$2.40
	Lunch	\$3.75	\$3.15

½ Day Kindergarten Schedule

A.M. Kindergarten - Mon, Tue, Thurs, Fri 8:50 to 11:40
Wednesday 8:50 - 10:20

IMPORTANT PROCEDURES AND EXPECTATIONS

School Hours

School hours are from 8:50 a.m. until 3:35 p.m. each day except on Wednesdays when school will be released at 12:30. Children should NOT arrive earlier than 8:40 a.m. (8:20 a.m. if they are eating breakfast) or remain on the campus later than 3:45 p.m. unless they are participating in a supervised after-school activity. These guidelines are designed for the safety and wellbeing of your children. The front and back doors will open at 8:40 a.m. each school day. The cafeteria doors will open at 8:20 a.m. Supervision is provided in the cafeteria from 8:20 a.m. to 8:45 a.m. and on the back playground from 8:30 a.m. to 8:45 a.m. Supervision WILL NOT be provided for students who arrive before 8:30 a.m. (unless seated in the cafeteria), or remain later than 3:45 p.m. Before school supervision will be provided only on the back playground and in the cafeteria. Please have your student be in one of those two areas.

Breakfast and Lunch Programs

During the first week of school, all students will be given an application for free and reduced lunches to take home to their parents. **Many federal aid programs to schools are based upon free and reduced lunch counts at school. In order to help the school receive these funds, we ask that you please return the form.** Applications for free and reduced lunches are available through each student's aspire account. The form should be completed online as soon as possible. A new application must be completed each year. Lunch accounts should be kept current. If the amount owed becomes excessive, you will be contacted by the lunchroom manager or sent to collections to resolve the matter.

Our cafeteria serves nutritious breakfasts and lunches daily. Extra milk and other items may be purchased as well. However, students who prefer may bring cold lunches from home. We encourage students to not bring peanut or other nut tree products in their lunches from home due to several severe peanut allergies among students at the school. A peanut/nut tree free table is available for students with health plans for peanut/nut tree allergies. Meals may be paid for in advance, on a daily, weekly, monthly, or yearly basis, and should be paid to the cafeteria manager before school in the mornings or by visiting <https://payments.efundsforschools.com/v3/districts/56800/>.

Online Access to Grades and Lunch Account Balances

Student grades and lunch account balances are accessible online. If you would like access to this information simply contact the school office to receive your password.

Parent / Teacher Conferences

Regularly scheduled Parent-Teacher Conferences are held twice during the year to review progress and to set educational goals. We make every effort to schedule your conference to accommodate your work schedule. Please notify the office or your child's teacher if you are unable to attend your conference and need to reschedule prior to your conference. Please arrive on time and keep in mind that other parents are scheduled after you. Attending your child's conference sends a powerful message to your child and their teacher that you are concerned about your child's education. Parents are encouraged to contact the teacher for a conference any time they feel their child's academic progress needs attention, or they have some other concern. Mid-term reports will be issued at the midpoint of each term, and report cards will be issued at the end of each term.

Back to School Night: Monday, August 12

5-7 p.m.

Parent Teacher Conferences: September 18-19

4-8 p.m.

Parent Teacher Conferences: February 5-6

4-8 p.m.

If you feel the need to speak with your student's teacher at any time throughout the year, please call and set a time with them.

Appointments With Teachers

During the course of the school year, you may wish to confer with one of the teachers. We would appreciate it if you would call and make an appointment. If it is very urgent, we will try to arrange an appointment for the same day. We are sure you realize that a teacher's primary responsibility is to teach the students in the classroom. We also believe that you are aware of the problems that could arise if parents go into the classrooms during school time to talk with teachers. ***Please make an appointment if you wish to conference with a teacher.***

Addressing Teachers and Staff Members

Teachers and staff members deserve to be treated with respect. Students should address them in the accepted manner of: Mr., Mrs., Ms., or Miss. during school hours. First names and nicknames should not be used by students when addressing school personnel.

Communication with Parents/Teachers

Back to School Night, Parent-Teacher Conferences, PTA newsletters, and brief notes, emails, or telephone calls are important components of effective communication. Parents and teachers exchange useful information through these procedures. In many instances, a quick phone call or short note can alert the teacher or parent to a possible problem or clarify a misunderstanding. These informal reporting practices can help to strengthen the bonds between home and school. **Whenever possible please contact the teacher first when you have a concern about your child, the teacher or the classroom.** Not only is the teacher the person most familiar with what is going on in the classroom, but this type of open communication tends to build bonds of trust between the parent and teacher. Please contact the office/principal if you have tried unsuccessfully to resolve a problem with a teacher, or whenever you have concern that is at a school wide level.

Office Phone Use

Children with a legitimate reason (illness, etc.) may use the telephone at the front desk with a phone pass from their teacher. After-school arrangements such as going over to a friend's house after school should be made at home prior to coming to school. Routine issues such as having lunch money and homework should be handled before arriving at school.

Parent Visitors and Parent Volunteers

We welcome and encourage parents to volunteer at school. **Tooele County School District policy requires every parent volunteer to have a background check.** This procedure consists of being fingerprinted at the district office. This is free of charge. In order to make an appointment, please visit the Tooele County School District webpage. Click Families And Students > More Resources > appGarden. Create an account and complete the required information. We appreciate your support and understanding as we strive to keep students safe.

Parents are always welcome at Overlake Elementary School. During the course of the school year, you may wish to confer with one of the teachers or to visit a classroom. We would appreciate a prior call to make an appointment in advance. A teacher's primary responsibility is to effectively and explicitly provide instruction. Potential problems can arise with interruptions to the classroom. Therefore, no one should go to a teacher's room without first making an appointment. **Parents visiting the school must have a pass from the office.**

Bus Area/Parking/Driving Near the School

The Bus Area is a **No Parking** Area. **Do not use the bus circle as a drive-through to drop-off or pickup students.**

Please remember that all the areas on school property as well as on the roads near the schools are school zones. **PLEASE DRIVE SLOWLY AND CAREFULLY.** Please refer to the traffic safety plan for specific rules and guidelines. It is against school and district policy to drive cars on the playground behind the school at any time. Remember that the drive through lane in front of the school is just that, a drive through. Please drop your students off quickly in the morning, stopping just long enough to do so. For after school pick-ups please pull as far ahead in line as you can before briefly stopping your car while waiting for your student to come outside. At no time should parents park in the front drive through lane

and exit their vehicle. If you need to enter the building, please park in the parking lot.

Traffic Safety Information

Parents, please make sure you are aware of the following safety information printed below. Read and study the material and then share this information with your children:

1. All students, parents, and staff members should follow the directions of the school crossing guard at all times.
2. Parents can drop off and pick up their students in both the north and west parking lots. Please avoid the bus lane. Student drop-off is allowed in the morning in the half-circle at the front of the school, but please remember that this is a drop-and-go traffic flow. Waiting and parking are not allowed in this area. Please be courteous, mindful, and watchful of students and supervising staff.
3. Please comply with all speed limits, traffic signs, and handicapped access designations. This will help make all students as safe as possible and allow patrons a more pleasant travel experience.
4. All bicycles, scooters, skateboards, rollerblades, etc... **must be walked on school property.** All of this property must be placed in the bike rack and should be secured with a lock during the school day. No riding, boarding, blading, wheeling, etc... is allowed on school property at any time.

THANK YOU FOR YOUR HELP AND SUPPORT OF OUR SAFETY GUIDELINES!!!

We appreciate all you do to ensure the safety of our students at

Overlake Elementary School.

School Rules and Discipline Plan

The Overlake Elementary Discipline Plan strives to be a positive approach based on the concept that teachers have the right to teach and students have the right to learn. No one has the right to interfere with the teaching/learning process of others. We believe all students can behave appropriately. This plan is a consistent and systematic approach for dealing with both appropriate and inappropriate behavior. Students are taught what is expected of them in the building. Students also know the consequences for inappropriate behavior and the rewards for appropriate behavior. This approach enables each student to be secure in understanding the conduct expected of him/her in kindergarten through sixth grade. Our aim is for each student to reach the worthwhile goal of self-discipline. We hope that you will have a conversation with your child regarding these rules and appropriate behavior in general.

The plan is comprised of three interrelated components: School-wide Plan, Principal Plan, and Classroom Plan.

School-Wide Plan

We are focusing all our expectations around four key concepts that can be easily remembered by thinking of our school mascot, the Lynx. There are specific behaviors that are expected, and they are listed below, but all center around:

School Wide Expectations:

1. Are Ready, Responsible, and Respectful!
2. Love being at school!
3. Explore, Discover, Study, and Learn!
4. Think and Act Safely!
5. Use Good Manners and are Respectful

Restroom Expectations:

1. Uses the Restroom and gets back to class
2. Keeps Hands to Themselves.
3. Washes their Hands.
4. Keep the Restroom Clean.

Playground Expectations:

1. Follow Adult Directions.
2. Keeps Hands, Feet, and Objects to themselves.
3. Play Safely.
4. Is a Good Sport and plays well with others.

Hallway Expectations:

1. Is quiet in line, facing front.
2. Keep hands to themselves.
3. Walks with Purpose.
4. Remember to respect others.

Lunchroom Expectations:

1. Follows Adult Direction.
2. Keeps Hands, Feet, Objects, and Food to Themselves.
3. Walk at all times.
4. Cleans up after themselves.

Computer Lab Expectations:

1. Stays on task.
2. Keep Hands, Feet and objects to themselves.
3. Uses only Teacher Directed websites.
4. Uses computer equipment correctly.

Library Expectations:

1. Listen to the Librarian.
2. Is a Book Protector.
3. Is careful with materials and equipment.
4. Keep hands to themselves.

Assembly Expectations:

1. Follow Adult Directions.
2. Keep Hands and feet to themselves.
3. Enters quietly and sits flat on the floor.
4. Shows Respect.

Walking To/From School Expectations:

1. Obey crossing guard directions the first time given.
2. Keep hands, feet, and objects to themselves.
3. Use the sidewalks at all times. Do not walk in the street.
4. Respect the property in the neighborhood.

Classroom Plans

Each teacher designs their own classroom plan containing the classroom expectations and consequences based on the LYNX school wide expectations. Teachers are expected to provide parents with a copy of these expectations and consequences at Back to School Night. If you have not received a copy of them, please contact your child's teacher. A typical classroom plan might look like this:

Classroom Expectations:

1. Follow the teacher Directions.
2. Show Respect to all students.
3. Work, Study, Learn with purpose.
4. Keep hands, feet, and objects to yourself.

Positive Consequences for following classroom expectations:

1. Teacher Praise
2. Class Points for Class Store
3. Points for class parties or other activities.

Negative Consequences for not following classroom expectations:

- 1st Time Warning
- 2nd Write Name in Behavior Book
- 3rd Time 15 minutes in Cross Class Think
- Time 4th Time Loss of Next Recess
- 5th Time Parent Contact
- 6th Time or Severe Behavior Referral to Principal

Principal Plan

Severe or continued misbehavior is referred to the principal. Severe behavior is defined as serious injury to another person, any safe school violation, severe or continued defiance toward an adult (including obscene or vulgar language), serious vandalism, or severe or continuing threats or harassment towards another person. Severe misbehavior may result in parent contact or suspension. If a student is referred to the principal for a severe behavior the consequences typically will be as follows:

- 1st severe Up to 1 day in-school or out of school suspension, parent contact
- 2nd severe Up 2 days in-school or out of school suspension, parent conference
- 3rd severe Up to 3 days in-school or out-of-school suspension, parent conference
- 4th severe Up to 10 days out-of-school suspension-time to be determined by the principal, parent conference

Note: Please be aware that some safe school violations may require an immediate request for police investigation, automatic suspensions from school, mandatory parent or guardian conference with school or district authorities, or a referral to the District Pupil Service Office for placement determination. The principal reserves the right to modify disciplinary consequences as appropriate in individual circumstances and or the age of the student.

Sometimes students are referred to the principal for less severe violations of classroom or school rules. The principal reserves the right to apply consequences that are appropriate to the nature of the misbehavior. Typical consequences might be cleaning some area of the school to make up for minor vandalism, the loss of one or more recesses, writing of an apology letter or plan for improved behavior, cross-grade think time, or a timeout in the office.

Fighting: Fighting is not allowed at Overlake Elementary. Any student who continues or participates in a fight (even if started by another student) is considered to be fighting. Before any action is taken on a student or students an investigation will take place. If suspended the suspension may be for any period up to ten days. When a suspension is needed, a conference with the student, the student's parents and the school administrator must take place before the student will be allowed to return to the school.

"Play Fighting": Our policy is to treat what children sometimes call "play fighting" in the same way we deal with real fighting. In most instances "play fighting" looks identical to actual fighting. What may start out as play most often ends in someone getting hurt. Also, what may be viewed as "play" by one participant is often viewed as fighting by another participant. Children do not have the right to push, shove, slap, or punch other students even in "fun". While these behaviors often start in the name of fun they most often end in a full-fledged fight or at the very least someone being hurt or unhappy with the outcome.

Profanity: Swearing or using other forms of crude or inappropriate language will not be tolerated. Students engaged in vulgar speech, whether spoken, written or gestured are subject to discipline up to and including suspension.

Gum: Students are not allowed to chew gum at any location in the school or on the school grounds.

Candy and Food: Children are not allowed to eat candy or food in the general areas of the school such as hallways or playgrounds. Food from the lunchroom is not to be taken outside of the lunchroom. Candy or food may be eaten in the classroom only with teacher permission.

Toys and other Personal Belongings: Students are not permitted to bring items to school such as iPods, pagers, video games, boom boxes, or CD players etc. These items are distracting and create problems between students over ownership, breakage, loss, and when to play with it next. **Students should not bring toys (or items that may be used as toys) to school.**

Students can bring balls and other similar items if properly labeled. These may be used only at appropriate times such as recess or PE. Bringing your own playground ball to school does not give the student the right to decide who will or will not participate in the game. All students will still be welcome to participate. Students are not to bring money or valuable items to school.

Students are responsible for keeping track of their own backpacks before and after school. **The school cannot assume responsibility for personal items that are lost, stolen, or damaged.**

Weapons: Possession or use of any object that might be considered to be or used as a weapon is prohibited. Any object found in the possession of a student that could be classified as a weapon will be confiscated and will not be returned to the student. Parents will be notified for appropriate action. Toy or "pretend" weapons are also prohibited.

Bicycles: Students who ride bicycles to school are to park them in the bike racks next to the parking lot. Bikes are not to be left on the lawn or sidewalk. Bikes are to be walked while on the school grounds. Riding bikes to school is a privilege, and if abused the right to ride a bike may be taken away. Overlake Elementary cannot be responsible for any lost or damaged bicycles. Students are encouraged to put locks on their bikes.

Scooters/roller blades/skateboards/rolling runners: Students who ride a scooter or skateboard, or wear roller blades must take them off and carry them while on school grounds. You must check with your teacher prior to bringing them to make arrangements for storage in the classroom. The school cannot be responsible for any loss or damage. The wearing of "rolling runners" (even with the wheels removed) is prohibited as they are damaging to the floor and tend to pick up snow and water from outside.

Substitute Teachers: Substitute teachers fill an important role in the school. It is very important that they be afforded the utmost respect by students. Students should behave in a manner as to not disrupt the teaching/learning in his or her classroom. If a student is disruptive, to the point of being referred to the administrator's office by a substitute teacher, he/she may be placed in in-school suspension for part or all of the day.

Overlake Elementary

Other Policies, Procedures, & Resources

2024-25

Acceptable Use Policy & Technology for Students

Computers, internet, and other technological equipment are used at Overlake Elementary School to facilitate the educational process. Hardware and Software is to be used in accordance with the "Use Agreement" seen below. Students who violate said technology agreement will lose their technology privileges at Overlake Elementary School. **The cost of repairing, restoring, or replacing hardware, software, or data due to willful damage will be an obligation of said student and his parents.**

Code5039

A. Definitions

1. Internet: A global or private computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
2. Software: The programs and other operating information used by a computer.
3. Hardware: The machines, wiring, and other physical components of a computer or other electronic system.
4. Device: Physical, electronic hardware used for computing, such as a desktop computer, laptop computer, or other computing hardware.
5. Mobile Device: A portable computing device such as a smartphone or tablet computer.
6. Social Media: Websites and applications that enable users to create and share content or to participate in social networking.

B. Conditions of Acceptable Use

1. Tooele County School District (TCSD) provides access to the network, internet resources, software, and devices to meet student's educational needs. This educational opportunity has been made available to students in TCSD. TCSD believes that valuable information and interactions available through computer network communication are effective ways to educate students and promote digital citizenship.
2. With access to the network, internet resources, software, and devices comes the availability of materials that may not have educational value. TCSD has taken precautions, including filtering, monitoring, and logging, to restrict access to objectionable materials. It is, however, impossible to control all materials, and users may come across controversial or inappropriate information.
3. The following specific uniform practices and guidelines will be enforced to maximize the educational experience when using the internet or local area network. If a TCSD user violates any of these provisions, they will be subject to corrective disciplinary action.

C. Terms and Conditions

1. Digital Citizenship- When using the TCSD network, internet resources, accounts, and/or devices, you are expected to abide by the following digital citizenship rules. These include (but are not limited to) the following:
 - a. Respect for Privacy
 - i. You will not post, repost, or share private information pertaining to individuals or entities.
 - b. Online Behavior
 - i. Any type of cyberbullying will not be tolerated.
 - ii. You will not use obscene, profane, lewd, vulgar, inflammatory, racist, threatening, or disrespectful language.
 - iii. You will not harass another person.
 - iv. You will not make personal attacks, including but not limited to prejudicial, discriminatory, or defamatory statements.
 - v. Refer to policy 6032 Student Prohibition of Bullying, Cyberbullying, Harassments, Hazing, and Retaliation.
 - c. Social Media
 - i. You will not access social media accounts using the network, internet resources, accounts, or devices unless formally approved by a teacher or administrator employed by TCSD.
 - d. Safety
 - i. You will inform the teacher immediately if you have received any inappropriate messages.
 - ii. You may not use the network, internet resources, accounts, and/or devices to set up non-educational appointments.
 - iii. You may not post, repost, or share personal information about yourself or other people, i.e., addresses, phone numbers, school, etc.
 - e. Inappropriate Access to Material
 - i. You will not use the network, internet resources, accounts, and/or devices to access profane or obscene material.

- ii. You will not use the network, internet resources, accounts, and/or devices to access material directed toward discrimination, hate literature, or acts of violence.
 - iii. You will immediately notify a teacher or administrator employed by TCSD if you mistakenly access inappropriate information.
 - f. Illegal Activities
 - i. You will not attempt to gain unauthorized access to any network, internet resources, accounts, and/or devices.
 - ii. You will not use any network, internet resources, accounts, and/or devices to engage in illegal activities.
 - iii. You will not create or share malicious software.
 - g. Plagiarism and Copyright Infringement
 - i. You will not plagiarize information found on the internet .
 - ii. You will not reproduce work that is protected by copyright. If you are unsure of copyright, guidelines, or what constitutes plagiarism, ask your teacher for further understanding.
 - h. Vandalism
 - i. Vandalism is defined as any malicious attempt to physically or digitally harm or destroy another user's data and/or equipment or data and/or equipment belonging to TCSD. This includes but is not limited to, uploading or creating malicious software, defacing digital assets, or damaging hardware.
 - 2. Security
 - a. Security on any TCSD account(s) and/or device(s) is a high priority. Tooele County School District, and the Utah Education and Telehealth Network have taken precautions, including filtering, monitoring, and logging, to restrict access to objectionable materials. In this interest;
 - i. You cannot allow others to use your passwords, accounts, or devices. Nor can you use accounts or passwords belonging to others.
 - ii. You are responsible for your individual accounts and/or devices.
 - iii. You will immediately notify a teacher or administrator employed by TCSD if you have reason to believe that there is a security problem.
 - 3. Purchases
 - a. The following statements refer to a student's use of the network, internet resources, accounts, and/or devices regarding purchases.
 - i. The district/school will not be held responsible for purchases made by a student.
 - 4. Use of Resources
 - a. Although the information and interactions available on the network, internet resources, accounts, or devices are valuable, the use of these resources is not unlimited.
 - i. You will use the network, internet resources, accounts, and/or devices only for educational and career development.
 - ii. Upon notification of denied access to the network, internet resources, software, and devices, students and/or parents found accessing or attempting to access TCSD digital resources will be subject to appropriate disciplinary or legal action.
- D. Rights as a User
- 1. Search and Seizure
 - a. There is no privacy pertaining to your files, contents on the network, internet resources, accounts, or devices.
 - b. Routine monitoring and maintenance of the network, internet resources, software, and devices may lead to the discovery that you have violated the Acceptable Use Policy.
 - c. A search of individual files, contents on the network, internet resources, accounts, or devices, will be conducted if there is reasonable suspicion that the Acceptable Use Policy has been violated.
 - d. Parents/guardians have a right to request to see the contents of their student's accounts or devices at any time.
 - 2. Due Process
 - a. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on the network, internet resources, software, or devices.
 - b. You have the right to be heard by a neutral administrator if there is a claim that you have violated this policy.
 - c. Violations of the Acceptable Use Policy could result in disciplinary action with TCSD.
- E. District Rights
- 1. TCSD reserves the right to restrict access to any student suspected of violating the Acceptable Use Policy until that violation can be resolved. TCSD has the right to maintain a history of the user's Acceptable Use Policy violations.
- F. Procedure
- 1. Each student will review and accept the terms of the Acceptable Use Policy annually.
 - 2. In the event a violation of the regulations occurs, an investigation will take place and may constitute a criminal offense in addition to corrective action.

Alcohol, Drugs, and Tobacco

The Tooele County School District prohibits any use, possession, distribution, sale, or being under the influence of alcohol, controlled substances, imitation controlled substances, and any other similarly harmful substances, or drug paraphernalia. This policy applies during school hours, before and after school while on school property, at all school or district approved or sponsored events and activities, and when the actions affect the mission/operation of Tooele Public Schools.

In addition, any prescribed controlled medications must be administered in accordance with school district policy. All violations of this policy will be reported to parents, will receive school action, and will be referred to the appropriate law enforcement agencies for review and appropriate action.

Alternative Language Services

Identification of and services for students whose first language is not English are available at the school. For assistance please contact the following: School Office: 435- 843-3805

Attendance-Compulsory Education

The administration and staff of Overlake Elementary School believes that students need to be in class, on time, ready to learn, every school day. We expect students at Overlake Elementary School to take advantage of the educational opportunities offered to them. Therefore, we request that you please contact the school office and let us know when your child is going to be absent. Only absences that have been excused with a phone call or signed parent note will be considered for an excused absence. **(This should be accomplished within 3 days of returning to school).**

Students should be excused only for that part of the school day necessary to satisfy their specific need for absence. Students with an excused absence shall be afforded an opportunity to make up any schoolwork, quizzes, tests, etc... missed as a result of the absence.

It is the student's responsibility to ensure that all make-up work, as a result of an excused absence, is completed and turned in. Students need to make arrangements with their teacher within three days of returning to school to receive said work from their teacher. Students and teachers will then decide on an appropriate amount of time to complete, and return said work to the teacher.

Students absent from school in conjunction with school-sponsored activities shall be counted as present and shall be allowed to make up all work for missed classes just as with an excused absence.

Code 5021

A. Purpose

The Tooele County School District Board of Education recognizes the importance of regular student attendance as foundational to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement (Ginsburg et al., 2014). On-time attendance is a critical starting point for high levels of student achievement. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill.

B. Compulsory Education

Under Utah's compulsory education law, parents/guardians of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age students to school unless an exception applies as set forth in Tooele County School District Policy 5021, releasing minors from school attendance.

C. Definitions, Roles, and Responsibilities

Parent(s)/guardians(s), students, and school personnel should make decisions that lead to excellent classroom attendance:

1. Students are expected to arrive on time and attend each period for each class in which they are enrolled unless excused.
2. Parents/guardians are expected to ensure that their school-age child attends school as required by Utah law and to notify the school when their student is absent for a valid reason.
3. A parent may excuse an absence via a school-approved messaging method within a reasonable timeframe as determined by the individual school but not to exceed one week after the absence.
 - a. Valid Excuse:
 - i. An illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
 - ii. mental or behavioral health of the school-age child;
 - iii. a family death;
 - iv. an approved school activity;

- v. an absence permitted by a school-age child's
 - a. Individual Education Program; or
 - b. Section 504 Accommodation plan;
 - vi. An absence permitted in accordance with Subsection 53G-6-803(5); or
 - vii. any other excuse established as valid by a local school board, charter school governing board, or school district.
 - viii. "Valid excuse" does not mean a parent's acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted by the local school board or school district.
- 4. Teachers shall create a safe and engaging classroom that will encourage students to come to school and reach out to chronically absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly and
- 5. The school's administrative staff shall reasonably accommodate parents and document efforts to resolve a student's truancy and chronic absenteeism problems.
- 6. The Board directs the Superintendent to develop procedures for managing student attendance, the requirements outlined in the State's Compulsory attendance law, and this policy to help students benefit from the District's education program. Included in the procedures will be:
 - a. Definitions - key definitions, expectations, and tracking for policy implementation. Definitions should include those listed in this policy under definitions.
 - b. General Procedures and Requirements - roles of students, parents, and employees.
 - c. Tiered Responses to Truancy and Chronic Absenteeism - outline of communication, interventions, and progressive support provided to students and parents.
 - d. School-Based Attendance Procedures - allowances for site-based attendance guidelines.
 - e. Student Membership and Enrollment - guidance in accounting for student attendance and engagement in calculating student membership; and
 - f. Appeal Process - due process for procedures for appealing district intervention and disciplinary actions.

Collecting Homework when your Child is Absent

The teachers request that whenever possible parents give them 24 hours' notice to collect homework/missed assignments due to absences from school. They also request that you stop by at the end of the school day, rather than during the day to pick up missed assignments. This will help reduce interruptions to classroom instruction.

Bomb Threats and False Fire Alarms

Bomb threats and falsely set fire alarms are not only a serious disruption of school time, but they also present a danger to all students, faculty, and staff within the building. Moreover, these issues constitute felony offenses and will be dealt with severely. Overlake Elementary has adopted a zero tolerance toward anyone involved with bomb threats or falsely set fire alarms. Students engaged in such activity are subject to suspension and referral to local law enforcement agencies.

Child Custody Issues

If you have a situation due to divorce, etc. which prohibits a parent or other family member from having access to your child it is your responsibility to make the office and the classroom teacher aware of this. We will then flag your child's registration card with this information. In order to prevent a non-custodial parent from seeing their child at school, or from discussing their progress with school personnel we are required to have legal documentation such as a copy of your divorce decree or a court order verifying that they have been denied this contact. Our goal in these kinds of situations is to do our best to keep children safe, to uphold the law, and to remain neutral on family custody issues. We understand that there may be situations where there is no legal document that bars them from the school, yet you have a concern about a spouse or ex-spouse, etc. having contact with your child. Please keep us informed regarding these situations and we will do what we can within the boundaries of the law to meet you and your child's needs.

Classroom Assignments

Every effort is made by the school to provide an equal and appropriate education for all students. Classrooms are carefully organized at each grade level to create classrooms that are balanced. The staff takes extensive and thoughtful effort to place students with the most appropriate teacher possible. Teachers play a key role in the placement process. Our intent is that parent requests for specific classrooms be made only in situations where the needs of the student are so unique or compelling to require the services of a specific teacher or program. We work hard to recruit and hire outstanding teachers and feel that all students will be able to have an appropriate educational experience with any of our teachers. We cannot guarantee placement in a specific teacher's classroom.

Crisis Intervention Team

Tooele County School District has a Crisis Intervention Team that was formed to assist in a crisis or in an event that may produce unusual or distressing emotional symptoms in a group of students. The team is on call, as needed, by the principal of any school to give assistance to the administrator, counseling staff, and teachers, when additional personnel are needed to assist students.

Cell Phone Policy and Use

Student possession of cell phones in the Tooele County School District is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required.

Additionally, the District restricts the use of other communication devices (i.e. two way radios, ipods, pagers, PDA's and laptops with two-way messaging capabilities) by students. The Tooele County School District reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to prohibit their use if they have no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone may be forfeited by not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Tooele County School District shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized use of a cell phone. Please refer to [TCS D Personal Technology and Communication Devices, Code 5031](#).

Cell Phones on School Grounds

Student use/possession of a cell phone depends on the grade level of the student. The following categories outline the grade levels and authorized use/possession of cell phones by students:

1. **Elementary Schools, Kindergarten – Sixth Grade:** Student use of cell phones is under the direction of the classroom teacher during school hours. Students who bring electronic devices (including smart watches), to school must be prepared to store them out of sight. Elementary students may use electronic devices for safety/communication prior to arrival at school and upon exiting school.
2. **Camera or Picture Cell Phones:** Because of the threat to privacy and the integrity of the educational program, the use of a camera or picture cell phone is subject to the following rule: the use of a camera function of a cell phone is to be used under the direction of the teacher or principal on school premises or at school activities. Violation of this provision will cause the revocation of the cell phone use for the school year.
3. **Consequences** for inappropriate cell phone usage will be determined by each school and identified in the school's parent/student handbook.

Overlake Consequences for Inappropriate Use of Cell Phones

Students found with their cell phones out or using their phone to text or make/take calls during the school day will:

1st Incident: Have their phone taken by the teacher for the remainder of the day.

2nd Incident: Have their phone given to the principal to be picked up by their parents at the end of the day.

3rd Incident: Have their phone given to the principal to be picked up by the parent the following day.

4th Incident: Cell phone privileges may be revoked for the remainder of the year.

Students found to be using the camera/video function of their phone may have their phone privileges revoked for the remainder of the year. Students found to be bullying or harassing others through the phone/text or camera functions of their phone may have their cell phone privileges revoked for the remainder of the year. Students should exit the building before using their phones at the end of the day.

Criminal Trespass

Under Utah Law, a person is guilty of a misdemeanor if he/she enters or remains on school property without authorization when notice against such entry or remaining has been given personally by a school official, or by signs posted to prevent trespassers, or by a current order of suspension or expulsion (SS 53A-3-503).

Adults and students without lawful business on school premises will be instructed to leave by school officials. In the event that adults or students violate trespass laws or do not comply with the direct order of school officials to vacate, appropriate law enforcement officials will be contacted as necessary.

Destruction of School Property

Students are expected to take pride and ownership in our buildings, grounds, equipment, and facilities at Overlake Elementary School. Students who willfully destroy school property through vandalism, littering, or carelessness will obligate their parents to be financially responsible for the repair and/or replacement of the damaged property. School administration may elect to have the student complete community service hours through the school as part of their restitution. If deemed necessary, local law enforcement agencies will be involved.

Dress Code Policies

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.

1. 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).
2. School administrators 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 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.

Student Dress and Grooming Standards

1. 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 individual 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Clothing must sufficiently cover undergarments at all times (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, miniskirts, 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.
8. 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.
9. Students shall comply with the laws that govern wearing of military uniforms and insignias.
10. 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.
11. Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.
12. 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.

13. 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.).
14. 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.
15. Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.
16. 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.

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 complies with dress and grooming requirements and/or a parent conference conducted to address the dress and grooming issues.

Early Morning Band

On a district level, early morning band and orchestra has been available in the past for 5th and 6th graders, and we are hopeful that it will be available this year as well. An advanced math class is also available for 6th grade students. Both programs will be held at neighboring schools with transportation back to the school provided by the district. Parents are responsible for providing transportation to the special program.

Emergency Contact Information

If your address, or any of your phone numbers or emergency contact information changes please contact the school to provide us with the current information. We encourage you to provide us with your cell phone number and email address as well.

Emergency Evacuation/Emergency Preparedness

Each teacher has an emergency plan and emergency evacuation plan. Students are instructed on the basic rules for evacuation of the building in an emergency. Drills for fire, earthquake, or lockdown are held at regular intervals during the year. In an emergency where we are not able to remain at the school we will evacuate to:

Clarke N. Johnsen Jr. High School

If we need to be housed outside of the Overlake area, we will be bused to:
Deseret Peak Complex 2930 HWY 112

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 residency, 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 your student cannot produce the 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.

If your family is in a homeless situation please talk to your principal about the specific needs your student may have or call the District Family/Homeless Liaison, Laura Burdine at 833-1900 for further information.

Field Trips

Field trips are an extension of the child's classroom activities. The PTA will pay for one trip per grade level per year. Written parent permission is required for participation. A small number of parent volunteers will need to accompany each class for increased supervision.

Fighting

Children must learn to work out their differences civilly. They need to understand that if they cannot be friends, they need to leave each other alone. School suspension is possible. A referral to juvenile court may be made if necessary.

Gangs

A gang is defined as a group of more than two individuals with a unique name, identifiable marks, or symbols who may claim a territory or turf, who associate on a regular basis, and who engage in antisocial or criminal behavior. Gang activities are prohibited in school, on school property, and at all school approved or sponsored activities and events. The wearing of gang-related apparel and paraphernalia is also prohibited as per (Oleson v. Board of Education, 1987).

Students aligning themselves with gangs or involving themselves in gang activity may be suspended or expelled from school under the provisions stated in the Tooele County Administrative Guidelines for School Suspension, Sections 5.29 through 5.35.

Grading, Students K-12 (Tooele County School District)

Code 1102

A. Classwork

1. Classwork is a reflection and practice of the core standards and skills with support and constructive feedback within the school day.
2. Classwork comes in many varieties, which include but are not limited to: journals, bell ringers, practice, student self-assessments, projects, and group/center work.
3. Late work will be accepted and assessed within two(2) weeks of the due date. Work assigned within the last two weeks of the term is due three calendar days prior to the end of term. Work turned in three calendar days(not class periods) before the end of the quarter forfeits the opportunity for revisions due to quarter-end deadlines. Late work may result in up to a 15% reduction at the teacher's discretion in the overall score for that assignment. This practice must be included in class disclosures.
4. Students with excused absences have three school days to make-up work without penalty.

B. Homework

1. Homework is defined as work and study at home that is prepared and planned ahead of time to enhance intended learning objectives. It is work that can be done at home without the help of the teacher.
2. Refer to the homework guidelines for more information.

C. Assessment

1. Assessments are to reflect Core Standards and student mastery and/or progress of core standards. Assessments should measure student learning, and proficiency and guide instructional planning for teachers.
2. Assessment comes in many varieties, which include but are not limited to: bellringers, tests, projects, formal/informal assessments, quizzes, demonstrations, papers, and portfolios.
3. Assessments taken late for excused absence after the three-day makeup window provided by the teacher may incur up to a 15% reduction at the teacher's discretion of the overall test score.
4. Students can redo assessments, but are limited to two, in order to demonstrate proficiency. Additional preparedness may be required before a request to redo an assessment is allowed.
 - a. Due to the limited availability of comparable forms of respective district benchmark assessments, only one retake will be provided.

D. Grading

1. Student work and assessments will be based on standards from the Utah Core.
2. Grades on report cards will accurately reflect students' academic proficiency in relation to course standards.
3. Extra points can be given through additional opportunities for all students to demonstrate increased proficiency through retakes ([refer to Section A.8](#)).
4. Non-content-related materials cannot be assigned for extra points. Attendance, tardies, and behavior will not be included in the academic grade.
5. Grades will be determined based on the Tooele County School District grading scale.

K-5 Grading Scale		
K-2	3rd-5th	% Equivalent
4 – Mastery	4 – Mastery - A	100 – 85%
3 - Proficient	3 – Proficient – B	84 – 70%
2 - Developing	2 – Developing - C	69 – 55%
1 - Emerging	1 – Emerging - D	54 – 40%
	F	Below 40%

6th Grade Scale	
Grade	Percentage
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60
F	59 and Below

6. Grades will be updated weekly in the student information system.
7. Student proficiency is measured as a grade that is comprised of assessment, classwork, and homework.
8. Final Grade Weighting
 - Assessment: No less than 50%
 - Homework: No more than 0-10%
 - Classwork: Remaining percentage of the whole

Gifted and Talented

On a district level, early morning band and orchestra has been available in the past for 5th and 6th graders, and we are hopeful that it will be available this year as well. An early morning math class may also be available for 6th grade students. Students are screened for the gifted program in second grade and the gifted program in third grade.

Homework Guidelines

Purposes of Homework:

Tooele County School District believes homework is a valuable learning tool when it supports the goals of education, is purposeful, and meaningful. Homework should require thought, effort, and the competent demonstration of learned skills.

- Pre-Learning: to provide an introduction to a topic, to determine what the students know or are interested in learning, or to stimulate interest in a topic.
- Check for Understanding: to gain insight into the student's learning.
- Practice: to practice already learned skills only after the teacher has adequately checked for understanding. It is most effective when distributed over several days.
- Processing: to have students reflect on concepts, think of new questions or apply skills learned to synthesize information such as long term or summary projects.

Expectations for Students

Homework should have a focus on learning that helps students acquire knowledge or skills through experience, study or by being taught.

- Students have a right to receive help with concepts they do not understand as designated by the school (e.g. before school, after school, tutoring, etc.)
- Homework shall be attempted; however, a passing grade shall not be put in jeopardy because of homework.
- A child's right to playtime, downtime, and adequate sleep shall not be infringed upon by homework.
- Students and parents should communicate in writing to the teacher when a child does not understand or is too tired to finish homework. Families shall be entitled to weekends and holiday breaks free from assigned homework.

Expectations for Home:

Families are encouraged to:

- Provide a place for homework.
- Provide a time for homework.
- Provide a routine for homework.
- Partner with the school in providing homework support.
- Allow your child to work on homework independently; give support as needed.
- Share any concerns regarding homework with your child's teacher(s).

Expectations for Teachers:

- Quality teaching matters: homework must be connected to what happens in the classroom.
 - Skills require practice: make sure students are practicing the skills correctly.
- Shorter, more frequent periods of practice are better than longer, less frequent practice.

- Time on task matters: set a time limit.
- Task is as important as time: well-designed homework is important; it should be related to classroom learning, simple enough to do on their own and relevant to real life.
- Learning is individual: homework needs to be personalized to fit the specific needs of individual students.
- Children differ in readiness and developmental levels: homework tasks should be differentiated.
- Children differ in learning styles: provide choices and flexibility in homework tasks.
- Children differ in motivation, persistence, and organizational skills: wise teachers seek feedback from students and consider how they might tap into students' interests.
- Frustration is detrimental to motivation and the desire to learn checking for frustrations is critical.
- Projects are intended to be assigned and completed in class: provide students and parents with project information: (e.g. assignment criteria, due dates, materials needed, etc.) in a timely manner. For larger projects/assignments, some portion of the project may be assigned as smaller homework segments with intermittent due dates and ongoing feedback.

Expectations for Schools

- Each school will provide expectations and strategies for students to successfully complete both classwork and homework.
- Each school will communicate with students and their responsible parties about support programs available at their school.
- Support programs may include, but are not limited to before and after school help, technology lab availability, study skills courses, extended lunch, tutors, etc.
- Each school will routinely assess effectiveness of their support programs and adjust them as needed.
- Feedback from students, teachers, and responsible parties will be considered.

Maximum Homework Time Per Day

Notes:

- Homework need not be assigned every day, and minutes don't carry from day to day.
- Homework includes assigned reading and should be considered when assigning homework (i.e., if a fifth-grade student is assigned 20 minutes of reading, the teacher may assign an additional 30 minutes of homework for a total of 50 minutes)

ELEMENTARY		SECONDARY	
Grade	Minutes	Grade	Minutes
Kindergarten	20	7 th	70
1 st /2 nd	20	8 th	80
3 rd	30	9 th	90
4 th	40	10 th	100
5 th	50	11 th	110
6 th	60	12 th	120

Immunizations

Based on state law, our policy is "No Shots, No School." All students entering for the first time are required to have proof of immunization. The only exceptions to this are documented medical or religious exemptions or children classified as homeless who may not have access to immunization records. Please see the office staff if you have questions concerning the immunization requirements for your child. Required Immunizations:

Dose Immunization 5

DTP

4 Polio

2 Measles

3 Hep B

1 Varicella

2 Hep A

Inclimate Weather

Because we live in an area with four distinct seasons there will be days when the weather outside is rainy, snowy, quite hot or quite cold. That is just part of life in this beautiful area. While we will not send students outside on unusually cold days, days that we are having a blizzard, or days when it is pouring rain, we will send students outside most days for recess. The teacher on duty in each hall makes the final decision whether it is appropriate to go outside.

Please send your student to school dressed appropriately for the weather. If your child has a special need to stay inside, please contact the teacher and make those arrangements with him or her. We will also follow the red day air quality warnings and keep children inside on these bad air days.

Lice Policy (TCSD)

If a student is suspected of having head lice, school personnel may check them. If head lice are found, the parent/guardian may be notified to pick up the student. It is the responsibility of the parent/guardian to treat the student with a head lice product. The student cannot be readmitted to the school if there are any head lice present. School personnel should check the student before they return to their classroom. If a class is having an unusually high number of students with head lice, parents/guardians may be notified, and school personnel may screen the class. **Parents are encouraged to check their student's hair for nits and head lice throughout the school year.**

Lock-Down Procedures

A school-wide lock-down may be implemented in the event that it becomes unsafe for students to leave the school building and/or their individual classrooms for any reason. There are many situations that could justify a lock down. In the event of a lock-down, no one will be allowed outside of the classroom or school, (depending on the situation) until the all clear is given. **For their safety, parents are asked to remain at home until the lock-down has ended and it is safe to pick students up from school.**

If the lock-down goes past the length of the regular school day, students will be allowed to notify parents and/or call for a ride home if they desire. If the lock-down has ended prior to the dismissal of school students will be dismissed as usual.

Information regarding the details of the lock-down will be communicated to parents as quickly as possible after the lock-down has ended. If there is enough time before the end of the school day, a letter to parents will be drafted and sent home with all students. If the lock-down goes beyond the end of the regular school day, the letter will be sent home on the next school day.

Information regarding the lock-down will also be posted on the Overlake website as soon as possible after the lockdown ends. We encourage parents to look there for details. The district has recently installed an automatic callout system that is now being used to call the homes of students when they are absent from school. This system is also available for use by individual schools. The system will have the ability to contact parents at any of the phone numbers or email addresses that they have included on their student's registration card. A message regarding the lockdown will be sent out on the automatic call-out system as soon as possible after the lockdown ends.

Lost and Found

Personal items belonging to students should be marked with the name of the child.

Lunch boxes, coats, pencil boxes, hats, book bags, etc., are often misplaced or mistaken by other students. Rapid identification can prevent this and reduce loss.

A lost and found is maintained in the school lunchroom as a service for students who have misplaced things at school. If you find any item, please turn it in at the office so that its proper owner may find it. Items not claimed within a reasonable period will be donated to a charitable organization.

Desks are not designed for the storage of money or other valuables. Students are responsible for their desks assigned to them and for their own personal property. Valuable property should not be brought to school. Students who store valuables in their desks do so at their own risk. **The school is not responsible for items that are lost or stolen.**

Lost or Damaged Textbooks

All textbooks/library books are loaned to students free of charge. These books are the responsibility of each student. If any of these books are lost or damaged, the student is expected to pay for the book replacement. Please caution your child to take good care of his/her books at all times. Any student who damages school property, equipment or the property of other students/staff is responsible to pay for the damage done.

Maturation Program

Human Growth and Development (maturation) instruction has been mandated by the Utah Legislature. A permission letter will be sent home with all fifth, and sixth grade boys and girls notifying you of the time and place for this instruction. The intent of this notice is to give you the opportunity to communicate with your child's teacher, in writing, if you choose to have your child omitted from the instruction of this particular curriculum. We encourage you to check with the school nurse before the presentation if you have questions about the content of the program. Should you request that your

child be excused from the instruction, that request will be honored with no academic penalty. We are more than happy to share the curriculum with you prior to the instruction in the classroom. **Parents are strongly encouraged to attend these presentations with their students.**

Period Products

Every student bathroom in our school will now have a period products dispenser. House Bill 162 requires all K-12 schools in the state of Utah to provide free menstrual products to students.

Medication Policy

During school and/or school activities, medications may be administered and/or procedures may be performed with medical supplies only if the following conditions are met. (This include both prescription and over-the-counter medications including cough drops):

- A current "Health Care Plan and a Medication Request Form" must be completed and signed by the student's parent/guardian and the student's health care provider. These forms are available from the school secretary or school nurse.
- The medication must be in the original container and must be correctly labeled. The label must include the student's name, the name and dose of the medication, the route the medication is to be administered, the amount of medication that is to be administered, the time the medication is to be administered, the name of the doctor, and the expiration date of the medication.
- Elementary and Middle School students shall not carry medication on school premises unless the physician, because of life-threatening circumstances, orders it. In those cases, a "Health Care Plan and Request for Medication to be Self-Administered" must be completed and signed by the student's parent/guardian and student's health care provider.
- Medication must be furnished by the parent/guardian and delivered to the school by a responsible adult. (A responsible adult and a designated school employee must count medications each time it is brought to or taken from the school.)
- Medication will be administered by office staff unless otherwise specified in the Health Care Plan.

Obscenity, Pornography, Profanity, and Vulgarity

The faculty, staff, and student-body should not have to be exposed or expected to endure obscenity, pornography, profanity, or vulgarity. Therefore, any and all forms of abusive language, obscene gestures, immoral or indecent acts (whether verbally, in pictures, or in writing) is deemed inappropriate within the school environment and is expressly prohibited. Students engaged in vulgar language whether spoken, written, or gestured will be subject to discipline.

Pets or other animals at school

Please do not bring pets or other animals with you when visiting the school. Exceptions will be made for registered "service" animals. Please check with the office if you have a need for a service animal in the building. Due to problems that have occurred in the past, animals may not be used for "Show and Tell" or other classroom activities.

Safe and Drug Free Schools

The goal of the Tooele County School District regarding school safety is to be proactive. The district will attempt to anticipate problems to ensure the safety of all students and staff, the school and its facilities, and the community in general. ALL students and parents will be required to sign a form indicating that they have received a copy of the Tooele County School District's "Safe School Conduct and Discipline Policy." This policy is included as a part of this Overlake Elementary School Handbook. In order to help assure the general community of our concern for school security and to create an environment free of intimidation and coercion, the following procedures prohibiting inappropriate behavior will be incorporated.

School Pictures

School pictures are taken in the fall and spring. Advanced information will be sent home listing prices, packages available, etc. Preschoolers may participate in picture day.

Search and Seizure

School authorities are responsible for promoting the safe and effective operation of the school, and they are charged with protecting the health and safety of all students and staff. The following search and seizure guidelines are provided to ensure the privacy of individuals and the safety and welfare of all students.

1. Students shall be free from searches unless there is reasonable suspicion to believe that they are concealing something that may be of immediate danger to themselves or the rest of the school community. School officials may request students to remove all items from their pockets and/or other personal property, including backpacks.
2. Desks and all other student storage facilities remain the property of the school and are legally subject to inspection and search at any time. If a school official reasonably suspects that a particular desk or area may contain items that are considered to be dangerous, prohibited or stolen they are subject to search at the discretion of the school administration. This is in accordance with policies, rules, and regulations of the Tooele County School District.

Special Education Program

Overlake provides Special Education services for students who require and qualify for this additional academic assistance. These services are provided as a support to the regular classroom program. Students who participate in special education services must have received specific testing to determine their eligibility and the curricular areas of need and amount of time they will be participating. If you feel your child may need academic assistance due to a specific learning disability or other disability, consult with your child's teacher about initiating a referral.

Standards of Conduct

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 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, and harass other students will receive corrective guidance and be subject to disciplinary action.

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.

Those standards and responsibilities include but are not limited to:

1. Be Responsible
2. Be Respectful
3. Be Ready

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 principal so that solutions can be found.

We also use the SecondSTEP program to teach vital problem-solving life skills. Students are often referred to these steps by teachers, staff, and administration as problems arise.



Student Illness and Homebound Services

If it is determined during the school day that a student is too ill to remain in class a parent/designee will be contacted to pick up the child. **It is imperative that the school have accurate home, work, and cell phone numbers for such emergencies.** School staff will provide initial simple first aid for illness or injuries that may occur while a student is at school. Parents will be notified when the situation warrants further action.

Please notify the school of any chronic health problems your child may have in order that we may better assist your child. In the case of significant illnesses or medical conditions that impact your child while at school we will arrange a meeting with the district nurse to design a Health Care Plan. This includes such things as allergies, the need to take medication at school, etc.

In cases of long-term illness or injury (10 or more days) please contact the school so that we may provide you with homebound instructional services.

Student Records

Student records are kept on file in the school office and parents/guardians have the right to review them. Please contact the principal or school secretary for an appointment if you desire to review your child's records.

Title VII Indian Education Program

The title VII Indian Education 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. 506 Forms are available in the school office or you can contact the Indian Education Office at 833-1915.

Theft

Overlake Elementary School students are expected to show respect for each other's personal property and for school property, materials, and equipment. Theft is a crime and will not be tolerated.

Any incidence of theft will result in immediate parental notification, school action, and restitution. Also, depending on the seriousness of the offense, local law enforcement agencies will become involved if deemed necessary by school administration.

Toys

We do not allow for children to bring toys to school for recess because it often results in lost or broken toys. Any object that is judged to be a distraction or danger in the classroom or playground will be taken from the student and held by the teacher or turned over to school administration. Objects will be returned to parents.

Vision Screening

A child under seven years of age entering school for the first time in this state must present to the school:

- A certificate signed by a licensed physician, optometrist, or other licensed health professional, stating that the child has received vision screening to determine the presence of amblyopia or other visual defects, or 13
- A written statement signed by at least one parent or legal guardian of the child that the screening violates the personal beliefs of the parent or legal guardian.

Visitors and Volunteers

All visitors to Overlake elementary, regardless of coming before, during, or after school, must report to the main office upon entering the school building. All visitors must obtain a visitor's pass before going on. Upon leaving, visitors/volunteers must return to the Main office and return the visitor pass. This procedure is for the safety of all students and staff.

District policy does not allow students who are not officially registered to attend classes at Overlake Elementary.

Routine issues such as lunch money, homework, rides home, setting up playdates, etc. should be arranged at home before the school day starts. Visits to classrooms for the purpose of observing the daily life of your child's classroom may be scheduled with the principal. These visits should be reasonable in frequency and duration so as to not interfere with the functioning of the class.

Adults other than parents may not visit the students during the school day. Exceptions to this would be official visits by law enforcement or other such agencies or a visit with grandparents arranged by the parents. Other adults needing to visit with or take children from school because of an emergency must be listed on the registration card as having permission to do so. If a name is not listed, we will make an attempt to contact the parent by phone to verify permission. Children will not be released without one of these two verifications.

Volunteer Requirements

We love and need volunteers! Parents or others desiring to volunteer within the school, or the classroom must complete a background check. You may not volunteer until this is completed. All those volunteering at the school will be expected to follow the rules and procedures outlined in the volunteer form. The background check will be good for a period of five years, but the school reserves the right to rescind the volunteer privileges of any volunteer or ask for an additional background check at a later time. Please check with the individual teacher to set up the times that you would like to volunteer.

Weapon Control

The Gun-Free School Zones Act prohibits the possession or discharge of a firearm on or within 1,000 feet of public, private, or parochial school grounds. Those convicted of a Gun-Free School Zones Act violation face imprisonment for up to five years, a fine of up to \$250,000, or both.

Similarly, if school officials determine that objects may be used as weapons which pose an immediate threat of harm or injury to students or staff, these objects will be confiscated. This includes all chains, pocket knives, and any other items that could be used as weapons.

NON-DISCRIMINATION STATEMENT FOR TOOELE COUNTY SCHOOL DISTRICT

It shall be the policy of Tooele County School District to inform applicants for admission and employment. Students, parents, persons with disabilities, employees and all unions or professional organizations holding collective bargaining or professional agreements with the Tooele County School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, the treatment or employment in, its programs and activities.

Any person having inquiries concerning school compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact school administration at each building, or the district 504 director, Larry Abraham, Title IX Coordinator, Terry Christensen at 92 S. Lodestone Way, Tooele, Utah 435-833-1900.