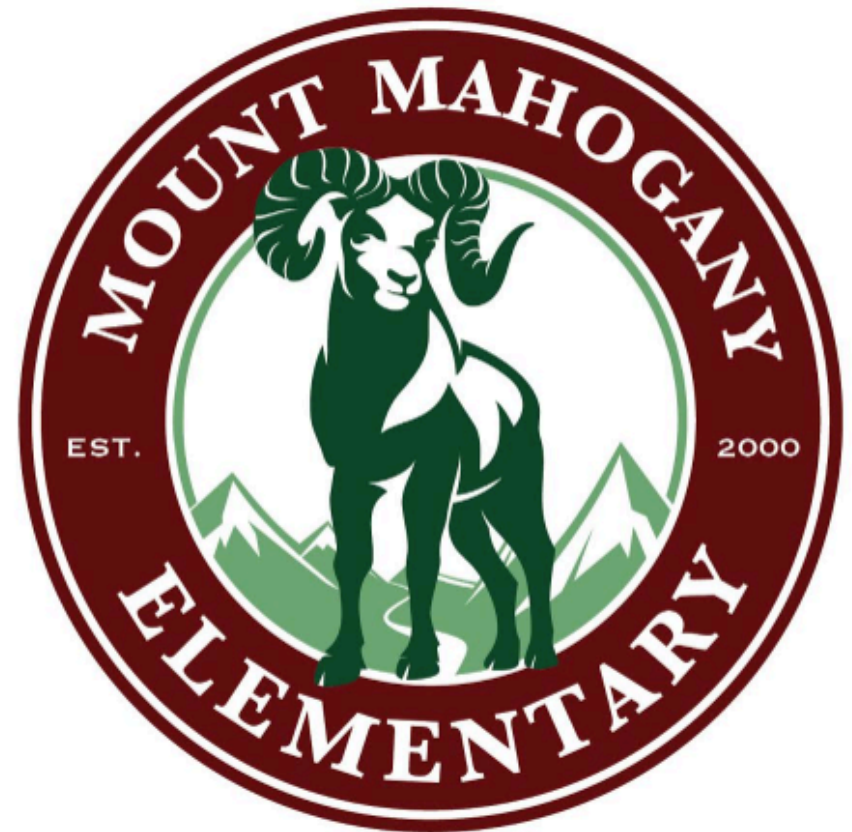


***Welcome to the
Mount Mahogany
Elementary
2018-2019
School Year***



2018-2019 School Calendar

Open House.....3:30-5:50pm, Friday, August 17, 2018
First Day of School (1st-6th)Monday, August 20, 2018
First Day of KindergartenMonday, August 27, 2018
Hearing Screening..... K, 1, 3, 5 August 28, 2018
Labor Day (No School) September 3, 2018
PTA Spirit Night September 11, 2018
Vision Screening..... K, 1, 3, 5 September 18, 2018
School Fall Pictures September 24, 2018
Battle of the Books BeginsOctober 1, 2018
Parent/Teacher Conferences October 3 & 4, 2018
PTA Spirit Night.....October 9, 2018
PTA Fun RunOctober 12, 2018
Fall Break (No School) ..Thurs. & Fri., Mon. October 18-19, 2018
Professional Dev. for Teachers (No School)October 22, 2018
Reflection entries dueOctober 29, 2018
Red Ribbon Week October 29-November 2, 2018
Halloween Parade 9:30 a.m.October 31, 2018
Picture Make-up DayNovember 5, 2018
Book Fair November 12-16, 2018
PTA Spirit Night.....November 13, 2018
End of Trimester 1November 16, 2018
Teacher Comp. Day (No School).....November 21, 2018
Thanksgiving (No School) Thurs. & Fri. Nov. 22,23, 2018
Family Skate Night December TBA, 2018
PTA Spirit Night..... December 11, 2018

Winter Break (No School)Dec. 20 – Jan. 2, 2019
School Resumes Thursday, January 3, 2019
PTA Spirit Night January 8, 2019
White Ribbon WeekJanuary 14-18, 2019
Science Fair. (TBA in Jan. & Feb) 2019
Martin Luther King Day (No School)..... January 21, 2019
Parent/Teacher Conf. February 6 & 7, 2019
PTA Spirit Night February 12, 2019
President’s Day (No School) February 18, 2019
Teacher Appreciation Week February 25-March 1, 2019
End of Trimester 2 March 1, 2019
Professional Dev. for Teachers (No School) March 4, 2019
Battle of the Books Assembly March 20, 2018
Kindergarten Registration for 2019-2020March 25-29, 2019
Whole School Picture March TBA, 2019
Snow Make-up Day (No School)..... April 1, 2019
Teacher Comp. Day (No School)..... April 2, 2019
Spring Break (No School).....April 3-5, 2019
PTA Spirit Night April 9, 2019
End of Year Testing Window March-May TBA, 2019
Book FairApril 22-26, 2019
PTA Spirit Night May 14, 2019
Field Day..... May 24, 2019
Memorial Day (No School) May 27, 2019
Last Day of School..... May 30, 2019

Principal's Message

I am humbled and grateful for the responsibility I have to be principal at Mount Mahogany Elementary. I chose to go into this profession because I love seeing children discover the value of their learning. It is extremely rewarding to provide them with the necessary skills, tools, and dispositions to prepare them for exciting future opportunities. Striving to satisfy the mental, physical, emotional, social, and educational needs of all student of distinct and different individuals is a rewarding but humbling responsibility. I promise to give each student my best effort to ensure they have a positive experience daily. Each student will know they are special and will have a reason to think they are great. The students will know that I care about them individually, and that I will strive to help them become better people. I have a passion to make sure school is interesting, fun, challenging, and engaging for all students. My goal is to instill in students the desire to quench their thirst for knowledge and increase their belief in themselves by allowing them opportunities to experience true success.

In addition, my primary responsibilities are to influence a school's culture so that students, teachers, parents, and other members of our school community are able to learn and grow together in a safe, secure, and productive environment. In addition, I also strive to do the following:

- Keep the safety of the children and their learning paramount among all decisions made
- Maintain flexibility and willingness to adapt to find collective solutions benefiting everyone
- Be an advocate for all school community members in areas of personnel, finances, and building management
- Effectively problem solve when difficult situations arise
- Instill confidence in all individuals, while exhorting them to be life-long learners
- Promote and improve learning through effective instructional coaching
- Effectively interact with diverse populations
- Work diligently with a school leadership team to ensure high student achievement, while preparing students to be valuable, contributing members of their respective communities
- Be open and communicative to all members of our school community in regards to school policy, school programs, and the philosophy behind administrative decisions
- Be an outstanding example of inspiring students, parents, and faculty to reach greatness by working together as a school community
- Instill in students confidence in themselves; helping them believe they can accomplish greatness in whatever they do



As principal of Mount Mahogany, I take my job very seriously and strive diligently to help students have a positive experience daily. I am grateful for this opportunity I have to team with teachers, staff, parents, and skilled professionals to help all students show high levels of academic success. I strongly believe that through our collective efforts, we will continue to help Mount Mahogany be an amazing school where students can become the best they can be.

I look forward to an incredible 2018-2019 school year!

Sincerely,

Mr. Shirley, Principal



At Mount Mahogany, we believe that highly successful schools embody a culture composed of educators, parents, and administrators who are committed to working collaboratively to meet the needs of all students. All members of our school community strive to work cohesively as a PLC (Professional Learning Community) to create a school culture focusing on four essential questions. The four essential questions are as follows:

- **“What do we expect students to learn?”** This question ensures that all faculty members are focused on teaching the right things in the curriculum and their objectives are based on the Utah State Core.
- **“How will we know what students have learned?”** Teachers keep this question in mind as they use common assessments to monitor student achievement in targeted areas of math, science, and language arts.
- **“How will we respond to students who are not learning?”** This element of a PLC guides teachers to differentiate their curriculum to meet the needs of all ability levels.
- **“How will we respond to students who already know?”** Effective teachers are able to adjust and differentiate their curriculum to meet the needs of advanced students, as well as students of lesser abilities. When students already have a firm understanding on the curriculum, pushing them to think more critically about a subject through application and problem solving enables them to continually improve.

We continually strive to be a highly successful PLC by utilizing shared mission and vision, collaborative inquiry, and collaborative teams who meet regularly to discuss the needs of ALL students. In addition, we set goals to be action oriented in our decision making by using data and results to guide instruction, and work towards continuous improvement for all students. At Mount Mahogany, we operate under the belief that the key to improving student learning is continuous,

job-embedded learning for educators. All of these elements affect our school's culture in a positive way, as all stakeholders are active participants in helping students of all ability levels show steady improvement.

MT. MAHOGANY ELEMENTARY:

*"Where student learning is the primary focus
for all students and individuals who are valued
and respected in a safe and caring environment.*

*Where students will prepare to be life-long
learners and productive members of society."*



Arrival and Dismissal Times for School

The school will not be open and available for students prior to 5 minutes before the start of their school block. Students will not be allowed into the school before these times. The only exceptions are students who eat breakfast (available 30 minutes before each school track); they will enter through the front north doors. Supervision will be provided on the playground 15 minutes before school starts and 15 minutes after school is dismissed. Students should NOT be dropped off to school before this supervision starts.

School Schedule

Track A 8:00 – 2:15 (Tues. – Friday)
 8:00 – 1:15 (Monday)

Track B 9:15 – 3:30 (Tues. – Friday)
 9:15 – 2:30 (Monday)

Kindergarten AM 9:15 – 12:00pm (Monday – Friday)

Kindergarten PM 12:35 – 3:30pm (Tues. – Friday)
 12:35pm – 2:30pm (Monday)



Upon arrival in the morning, all 1st-6th grade students should proceed directly to the playground to wait for the start bell. Students eating breakfast can access the cafeteria on their way to the playground through the front north doors. Kindergarten students have their own playground and they should go there when they arrive to school. In poor weather, the school will hang blue flags by the doorways indicating that students may enter the building as soon as they arrive and proceed to the gym. A Track students will be released from the gym at 7:55 for inside mornings, and B Track students will be released from the gym at 9:10 for poor weather situations. If your child is picked up from school, please make sure this happens within 15 minutes of school getting out. Please call the office immediately if their ride will be late so we can keep in the office for safety.

Lunch Schedules

3 rd Grade.....	11:17 AM – 11:53 PM
2 nd Grade.....	11:27 AM – 12:03 PM
1 st Grade.....	11:35 AM – 12:13 PM
6 th Grade.....	11:47 AM – 12:23 PM
OEK.....	11:55 AM – 12:25 PM
4 th Grade.....	11:59 AM – 12:33 PM
5 th Grade.....	12:05 PM – 12:41 PM



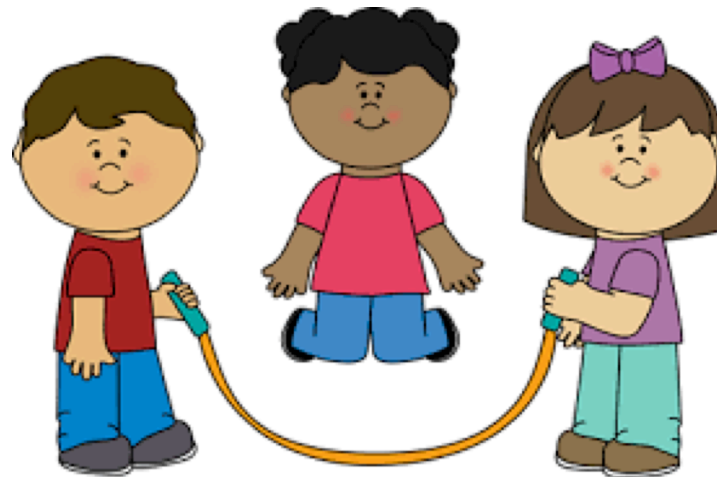
Recess Schedule (Kindergarten)

AM Kindergarten.....	10:30-11:00
PM Kindergarten.....	2:00-2:30

(Recess times vary per teacher—A 15 minute recess will fall within the above times)

Recess Schedule (1st-6th)

1 st Grade (Mondays).....	10:15-10:30
1 st Grade (Tuesday-Friday).....	1:30-1:45
2 nd Grade (Monday-Friday).....	10:15-10:30
3 rd Grade (Mondays).....	10:00-10:15
3 rd Grade (Tuesday-Friday).....	1:20-1:35
4 th Grade (Tuesday-Friday).....	2:00-2:15
5 th Grade (Monday-Friday).....	10:25-10:40
6 th Grade (Monday-Friday).....	TBA



GENERAL SCHOOL INFORMATION – TELEPHONE DIRECTORY

- Main Office (Sara Millward) (Kendal Chirinos) .801-610-8113
- Principal (Jeff Shirley) ext. 750
- TAA (Joan Jensen) ext. 751
- TSA (Alyson Jones) ext. 186
- Librarian (Jill Atkinson) ext. 759
- Lunch Room (Kandy Daniels) ext. 760
- Custodian (Nathan Smith)..... ext. 761
- Kindergarten (L. Bronson)..... ext. 155
- Kindergarten (E. Bunting) ext. 160
- Kindergarten (L. Miller) ext. 156
- OEK (V. Smith) ext. 174
- 1st Grade – (L. Atkin) ext. 146
- 1st Grade - (C. Bezzant)..... ext. 147
- 1st Grade – (B. Boyer)..... ext. 143
- 1st Grade – (S. Glass) ext. 145
- 1st Grade – (M. Nielsen)..... ext. 144
- 2nd Grade – (L. Adams) ext. 150
- 2nd Grade – (D. Gregg)..... ext. 149
- 2nd Grade – (M. Olson)..... ext. 148
- 2nd Grade – (K. Snyder) ext. 151
- 3rd Grade – (C. Lindley)..... ext. 168
- 3rd Grade – (W. Meade) ext. 165
- 3rd Grade – (L. Southwick)..... ext. 167
- 3rd Grade – (M. VanZant)..... ext. 170
- 4th Grade – (M. Maires)..... ext. 173
- 4th Grade – (B. Peterson)..... ext. 169
- 4th Grade – (M. Richards) ext. 171
- 4th Grade – (T. Thomas)..... ext. 172
- 5th Grade - (E. Fisher) ext. 137
- 5th Grade – (M. Foulk)..... ext. 139
- 5th Grade – (M. Hill)..... ext. 135
- 5th Grade – (K. Schenk) ext. 133
- 6th Grade – (G. Anderson) ext. 104
- 6th Grade – (S. Briggs)..... ext. 105
- 6th Grade - (A. Hjorth) ext. 102
- 6th Grade – (J. Sumsion) ext. 103
- Computers (L. Brazell)..... ext. 134
- Music (T. Makin)..... ext. 138
- PE/Health (S. Cindrich) ext. 119
- Computer Tech (J. Wong) ext. 161
- ESOL (E. Thanyn)..... ext. 132
- Reading Recovery (M. Adamson)..... ext. 280
- Reading Recovery/Inst. Coach (H. Carlson) ext. 131
- Reading Recovery (L. Larson) ext. 180
- Resource (K. Hall)..... ext. 130
- Resource (M. Gubler)..... ext. 132
- Resource LD (C. Hamilton)..... ext. 106
- School Nurse (W. Whatcott) ext. 184
- School Psychologist (R. Orr)..... ext. 128
- Speech Pathologist (M. Connors) ext. 115
- Skyward site: <https://skyward.alpinedistrict.org/>
- Mt. Mahogany School site:
<https://mountmahogany.alpineschools.org/>
- Alpine School District site: www.alpineschools.org

Policies and Procedures

ATTENDANCE

- **Students are expected to be in school every possible day of the school year in order to receive the maximum benefit from their educational opportunities.**
- Good progress at school is a result of regular attendance. **It is important for your child to be at school every day.** Only in cases of family emergency or illness is absence for school appropriate. Significant consideration should be taken when an absence is appropriate.
- We become concerned when a student does not attend school regularly.
- Please call the office at (801) 610-8113, send a note to the office with your child, or send an email to saramillward@alpinedistrict.org following an absence (or even ahead of time, if possible). You may also let the teacher know. An automated calling system will call home when students are absent to notify parents.
- Students are expected to arrive on time to maximize learning time and minimize disruptions.
- **Track students must attend their assigned track and time. Parents wishing to check a child out prior to their dismissal time, must check a child out through the office.**
- Students who arrive to school after 8:00 a.m. for Track 1 or 9:15 a.m. for Track 2 must check in at the main office before going to class.
- To better provide for the safety for all, school policy prohibits students leaving the school grounds during the school day without administrative approval.
- Parents wishing to check their students out during the school day must do so in the office and sign the “check-out” sheet. Only parents and approved designees may check out students from school. The office staff will call for the student to be excused from class to come to the office.
- Teachers will contact parents with concerns about students with excessive patterns of absences or tardies. On-going attendance concerns will be referred to the principal or designee for “earnest and persistent” efforts to improve and insure regular and punctual attendance.
- If your child has a serious illness that prevents him/her from attending for an extended period of time, please contact the teacher immediately so accommodations can be made to continue the education process.

1.0 ATTENDANCE POLICY

- 1.1.1 The Alpine Board of Education recognizes that the Utah Compulsory Attendance Law (Utah Code 53A-11-101) directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have graduated from high school or have been excused by the Board of Education.
- 2.1.2 The purpose and intent of the Alpine Board of Education Attendance Policy is to:
 - 1.1.2.1 Promote student attendance and participation. Students should be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
 - 2.1.2.2 Allow teachers to exercise reasonable discretion in determining the relationship between attendance, class participation and grades.

3. 1.2.3 Encourage administrators and teachers to coordinate extracurricular activities in order to allow students full attendance and participation in class work.

1.3 The Alpine School District Board of Education has determined that the parent or legal guardian of a student can excuse an absence for reasons they deem necessary.

Board Approved: June 16, 2013

BICYCLES, SCOOTERS, ‘BOARDS’, AND ‘HEELYS’

- For the safety of everyone on campus, students must walk with or carry these items when on school grounds. Wheels **MUST** be taken out of Heelys once you enter school property.
- Scooters are not allowed in the building at any time for the safety of our students. Please lock scooters outside on the bike racks.
- Students should lock bikes, skateboards, scooters, and secure their own possessions. The school is not liable for theft or vandalism. Bike racks are provided on the northwest side of the school.

BREAKFAST AND LUNCH PROGRAM

Our school lunches are nutritionally balanced meals. We are proud of the quality meals our workers provide. If your child has unique dietary needs, please contact the school lunch manager, Kandy Daniels. Free/Reduced Lunch application can be done online, or paper forms are in the office. Breakfast is served before each track (7:30 a.m. – 7:55 a.m., 8:45 a.m. – 9:10 a.m.). The cost of breakfast is \$1.00 and lunch \$1.75. The cost of milk is \$.30.

Parents may make advanced payments to Food Services by credit card or check at www.mealpay.com or by phone at 1-866-575-5352. Checks made out to “ASD Food Services” may also be paid directly to Orchard’s Food Services Manager.

Standard school lunch prices are:

- Elementary student breakfast - \$ 1.00 (For reduced - \$.30)
- Elementary student lunch - \$ 1.75 (For reduced - \$.40)
- Adult breakfast - \$ 1.65
- Adult lunch - \$ 3.85
- Extra milk - \$.30

POLICY for FOOD IN SCHOOL CLASSROOMS

Please do not bring any home baked goods to school. The Utah County Health states the following:

1) **Foods Considered Safe**—Foods or drinks, prepared and packaged or catered by commercial establishments that are licensed and inspected by Local, State, and Federal health agencies are generally considered safe. Any commercially prepared high-risk hazardous foods (those containing meat, liquid vegetable products, or significant amounts of dairy or egg products) must still meet temperature requirements for preparation, transportation and serving as outlined in the State food safety regulations.

2) **Foods That Are Not Safe**--Any home baked goods (breads, cakes, cookies) and cooked candies that are not prepared and packaged or catered by commercial food establishments, according to the Utah Department of Health Food Sanitation Ruler R393-100.

3) **Foods That Are Strictly Prohibited**—Any food or food source that does not comply with paragraphs 1 and 2 above are prohibited. The most serious of these prohibited foods are, of course, all home prepared high-risk foods containing meats, liquid, vegetable products, or significant amount of moist dairy or egg products.

BUSING

Students who live in the busing area or who live along a determined hazardous route to school are eligible to ride the school bus. Students are to wait in line at the bus stop and should not board until they receive the bus driver's signal. All bus loading and unloading at the school occurs in U-shaped driveway by the north entrance. The only exception is the noon Kindergarten buses that load and unload in the U-shaped driveway near their classrooms by the south entrance. Please do NOT park in the bus loading and unloading zone. Students who habitually cause disruptions at the bus stop or on the bus will have their bus privileges suspended.

CHECKING OUT STUDENTS

Parents who take students from school during the school day must sign a release log in the office. Even though it may be an inconvenience, a parent must come into the building and show photo ID to check out a student. Only those individuals whose parents/guardians are listed in Skyward as approved emergency contacts will be allowed to check out a student. Therefore, it is critical that parents keep this information up to date with current names and phone numbers. (If you are not sure how to update Skyward online, contact the office.)

COMMUNICATION

- Emails will be sent weekly in a school newsletter and other important forms electronically. It is important to notify the school of a family email, as well as promptly update any changes on Skyward regarding important contact information.
- Electronic phone messages and texts will also be sent out (as needed) to the contact numbers listed on Skyward.
- School bulletins and other helpful information are archived on the school's webpage: <http://mountmahogany.alpineschools.org>.

DISCIPLINE/ CLASSROOM MANAGMENT

DISCIPLINE PHILOSOPHY

Our philosophy of discipline focuses on mutual respect for students, teachers, and staff. We believe that the family, faculty, staff, and students must work cooperatively to promote personal responsibility and good citizenship. It reaches beyond dealing with inappropriate student conduct and includes the development of self-discipline, order, and a healthy sense of wellbeing. The faculty and staff believe students and teachers have the right and responsibility to learn and teach in a non-disruptive atmosphere. All members of our school community are expected to be good citizens, take pride in their school, and treat other people as they would like to be treated.

Mount Mahogany faculty will establish and maintain a caring and safe environment in each classroom for learning in which students may experience success both academically and socially. In doing so, we will actively promote the following:

- Each teacher will review classroom discipline policies with students and discuss the plan to deal with student behaviors that inhibit student learning.
- Teachers will make every attempt to resolve discipline problems within the classroom. Teachers will contact parents when a pattern of disruptive behavior becomes evident and ask for a cooperative and collaborative effort to improve the situation. When an infraction occurs, situations are viewed individually. Depending on the severity and frequency of the misbehavior, teachers may:
 - Deduct points, tokens, etc. from the classroom management plan
 - Conference with the student
 - Give the student “think time” in a separate location to reflect on the behavior
 - Suspend the student’s recess privileges or restrict access to other activities
 - Request a conference with the parents
 - Send the student to the office.
- If behavior problems persist, or in matters that involve bullying, stealing, or school safety, the matter will be referred to Administration for additional interventions.
- Further interventions may include reprimand, conferences with student, teacher, and parent, behavior contracts, loss of privileges, suspension, and referral to an expulsion hearing.

CONDUCT STANDARDS

Students are expected to follow these basic school and classroom rules:

- Quickly follow the directions of staff members
- Be in the proper place at the proper time
- Use appropriate language; no swearing

- Respect the rights and property of others, including school property
- Keep hands, feet, and objects to yourself
- Use inside conversation voice, no yelling
- Walk at all times inside the hallways, no running
- Use playground equipment correctly
- No throwing or kicking of snow, ice, dirt, mud
- Scooters, bikes, rollerblades, etc. are to be walked on school grounds

CONSEQUENCES

If a student is referred to the office, the administrator may:

- Speak with the student about his/her choice of actions, the consequences surrounding the choice made, and possible solutions to the problem created by his/her initial choice. Attempts will be made to listen to all involved. The child may be asked to call home to explain his or her behavior to parents or guardians.
- Contact parents with regard to the situation. Parental support and participation in the problem-solving process with their child can be very beneficial for all involved. At this time, a Behavior Plan may be initiated to assist the student with appropriate school behavior.
- Enforce an in-school suspension for a specified number of days. The students are permitted to come to school, but their instruction and completion of assignments happens at a location away from classmates. Recess and other privileges may also be suspended during the suspension.
- Enforce an out-of-school suspension. The students are not permitted to return to school for a specified number of days and will be welcomed back following a conference with parents.
- The school reserves the right to immediately contact police should students engage in severe anti-social or criminal behavior.
- Students with ongoing behavior issues may require additional supports as determined by the school team consisting of administrators, parents, teachers, and other personnel.

MISCONDUCT IN THE LUNCHROOM

- Students throwing food or using items in the lunchroom inappropriately will earn the consequence of cleaning an area of the lunchroom (supervised by an aide or the custodian) and/or will have a consequence from the administrator.

DONATIONS/ ALPINE FOUNDATION

With the exception of school lunch, and in accordance with Utah state law, fees are not charged in grades K-6 for regular education programs. Even school lunch fees can be waived or reduced depending upon family income. Please contact the office if you would like more information. Your child will not be charged for classroom treats, textbooks, field trips, art supplies, assemblies, or anything else that is part of the regular school day. Your child may be asked to bring donations and/or common household articles to school, but NO child, or family, is required to make these donations.

Alpine Foundation

Many of our patrons make donations to Mount Mahogany Elementary School above and beyond the classroom donations asked for at the beginning of the year. If you would like to make this kind of donation to the school or to a particular classroom, you may do so through the Alpine Foundation. Please specify the classroom or purpose for which the money is to be used. You will get a receipt from the Alpine Foundation for tax purposes. Thank you for supporting your local public school!

DRESS CODE

- Mount Mahogany's clothing and grooming standards are intended to contribute to a respectful and orderly learning environment free of distractions.
- Clothing shall not be see through or expose the abdomen or chest, and shall be of properly fitted size to conceal undergarments at all times.
- Low-cut tops, bare midriffs, distracting clothing, tight fitting or **excessively short** (shorter than mid. thigh) shorts, skorts, and skirts are not allowed.
- Clothing that excessively sags, or is frayed or worn with holes is also not allowed.
- Clothing containing offensive language, gestures, logos, or pictures is prohibited.
- Safe footwear is required at school. Flip-flops should not be worn during P.E.
- Extreme hairstyles and some unnatural coloring deemed distracting by the principal are also not allowed.
- Students who do not keep these guidelines will be referred to the administrative office. Parents will be notified and requested to bring the student into compliance.
- On-going violations of this guideline may result in interventions including reprimand, student/teacher/parent conference, loss of privileges, etc.
- Exceptions to these guidelines may be allowed for special activities, as approved by the principal.

DROP OFF AND PICK UP

To contribute to the safety of each child, we ask that parents use the lane of traffic next to the front curb **ONLY** for loading/unloading students. **NO PARKING AND/OR LEAVING VEHICLE PARKED IN LANE. The outside lane is for through traffic and students must not exit or enter vehicles in this lane. We ask that you pull as far forward as possible in order to make room for those who come in after you. If you need to come into the school, we have visitor parking in the parking stalls in front of the school.** In addition:

- **The north U-shaped driveway is the Bus Loading and Unloading Zone.** We have buses coming and going all day so you should NEVER park in this driveway, even for just a minute.
- **The south U-shaped driveway is for parents and carpools.** You should also NEVER park in this driveway. Kindergarten Drop Off and Pick Up is at the southwest driveway. Please **do not** park or exit your cars in the Kindergarten drop off/pick up zone.
- **Students walking from the regions northwest of the school should use sidewalks to get to school.** Once students get on school grounds they should go to the playground and wait for school to start (unless first eating breakfast.)

- **For safety reasons, please do not have your children cross the street unless they use a crosswalk.** If necessary, park your car and walk your children across the street.
- **Please do not have students walk alone through the parking lot to access your car.**
- **Please review safety procedures with your children at home.**

ELECTRONIC DEVICES, TOYS, CARDS, ETC.

- Toys can interfere with the educational process and often lead to student distraction. For these reasons students should not bring toys to school. The school will not be held responsible if toys brought to school are lost, damaged, or stolen. This includes electronic devices such as cameras, MP3 players, iPods, radios, and headphones. Trading cards or video games of any kind should not be brought to school. Exceptions must be cleared by the principal prior to being brought to school.
- On a first offense, distracting items will be confiscated and generally returned to the student or a parent at the end of the day to take home. Repeat offenses may be referred to the principal and arrangements will be made with parents to return the item and resolve the on-going problem.
- Any weapon or facsimile of a weapon is prohibited.
- Mount Mahogany Elementary is not liable for theft and vandalism of student property.

EMERGENCY PROCEDURES

- If a child is sick or injured while at school, parents will be called (or one of the individuals designated by parent in Skyward) to take the child home. Please be sure these names and phone numbers current. The school will only release students to individuals designated on the “Emergency & Release Information” form completed at the beginning of the year.
- A variety of emergency drills will be held numerous times during the school year. These drills include fires, earthquakes, lock-downs, etc. In these drills, students will rehearse the procedures of following the instructions of their classroom teacher that may include evacuating the building to a designated location on the playground north of the school.

FIELD TRIPS

Occasionally, classes may go on a field trip. Parents will have the opportunity to sign a field trip permission form at the beginning of the school year that will serve as permission for all field trips throughout the school year. School field trips are intended to be educational, fun, and a safe learning experience. Teachers will notify and describe each field trip to parents. An important part of successful field trips can be the parent chaperones. In order to ensure every child’s safety, chaperone guidelines must be followed. In addition:

- During field trips chaperones may be paired with another adult and a group of students.
- Due to the need for close supervision of participating students, no younger siblings will be permitted to accompany chaperones on field trips.
- Chaperones who will be given “significant unsupervised access to a student” (i.e. Zoo) are required to have a regional background check (Utah Law 53A- 15-1503.) We will alert you if this would be necessary.
 - The cost of the regional background check is \$55 and **is good for a lifetime.**

- The background check must be completed at the district office a **minimum of 30 days prior to attending** the field trip.

HOMEWORK

- If assigned, teachers will work to insure that homework is purposeful and reasonable, and reinforce the classroom learning experiences.
- Parents are asked to help students develop good study skills by providing a time and place for homework each day.
- Students are responsible to complete and turn in homework assignments and check for work missed when absent.

IMMUNIZATIONS

Utah State Law requires that all students must submit a completed immunization record to the school BEFORE THE FIRST DAY OF SCHOOL ATTENDANCE. THESE REQUIREMENTS ARE IN EFFECT FOR THE 2018-2019 SCHOOL YEAR IN ALL UTAH PUBLIC AND PRIVATE SCHOOLS.

The School Immunization Act of 1982 requires all children in public schools to have documented evidence of the required immunizations on file with the school before the student begins attending and participating. A student must have proof of the following immunizations for school enrollment before entering Kindergarten, or submit one of the three exemptions listed below.

Preschool	K – 6th Grade	7th – 9th Grade	10th – 12th Grade
4 DTP/Dtap/DT 3 Polio (IPV) 1 MMR <ul style="list-style-type: none"> • (mumps, measles, rubella) 3 Hepatitis B (HBV) 2 Hepatitis A (HAV) 1 Varicella (chickenpox) <ul style="list-style-type: none"> • History of disease OK, parent must sign pink immunization card HIB.. <ul style="list-style-type: none"> • doses adequate for age Pprevnar (Pneumonia) <ul style="list-style-type: none"> • doses adequate for age 	5 DTP/Dtap/DT/Tdap <ul style="list-style-type: none"> • 4 doses ok if 4th given after 4th birthday • 3 doses ok if 3rd given after 7th birthday 4 Polio (IPV) <ul style="list-style-type: none"> • 4th must be given after 4th birthday • 3 doses ok if 3rd given after 4th birthday 2 MMR (mumps, measles, rubella) 3 Hepatitis B (HBV) 1 Varicella (chickenpox) <ul style="list-style-type: none"> • history of disease ok – parent must sign pink immunization card 2 Hepatitis A (HAV)	5 DTP/Dtap/DT/DTP <ul style="list-style-type: none"> • 4 doses ok if 4th given after 4th birthday • 3 doses ok if 3rd given after 7th birthday 1 Tdap (tetanus, diphtheria, pertussis) <ul style="list-style-type: none"> • for 7-10th grade must have pertussis (Tdap), 4 Polio (IPV) <ul style="list-style-type: none"> • 3 doses ok if 3rd given after 4th birthday 2 MMR (mumps, measles, rubella) 3 Hepatitis B (HBV) 2 Varicella (Chickenpox) <ul style="list-style-type: none"> • history of disease OK, parent must sign pink immunization card • if student is 13 years or older when receiving 1st dose 2 doses required) 2 Hepatitis A (HAV) 1 Meningococcal	5 DTP/Dtap/DT/DTP <ul style="list-style-type: none"> • 4 doses ok if 4th given after 4th birthday • 3 doses ok if 3rd given after 7th birthday 1 Tdap (tetanus, diphtheria, pertussis) <ul style="list-style-type: none"> • for 7-10th grade must have pertussis (Tdap), 4 Polio (IPV) <ul style="list-style-type: none"> • 3 doses ok if 3rd given after 4th birthday 2 MMR (mumps, measles, rubella) 3 Hepatitis B (HBV) 1 Varicella (Chickenpox) <ul style="list-style-type: none"> • history of disease OK, parent must sign pink immunization card. • if student is 13 years or older when receiving 1st dose 2 doses required) 2 Hepatitis A (HAV)

(1st dose MMR, Varicella and Hepatitis A must be given AFTER 1st birthday to be valid dose)

EXEMPTIONS

MEDICAL	RELIGIOUS	PERSONAL
Forms can be signed at a doctor's office and attached to the pink immunization card.	Completed waiver form from the local health department (\$25 fee applies) must be signed and attached to the pink immunization card.	Completed waiver form from the local health department (\$25 fee applies) must be attached to a parent-signed pink immunization card.

Results of a completed **TB test (PPD)** given in the U.S. within 90 days or results of a chest x-ray taken within the last year must be presented before school attendance begins by all students who have moved in from a foreign country (except Canada) or who have been out of the country for 6 months or more. A TB test given within the last five years is also required for all entering kindergarten who were born in a foreign country (except Canada). If BCG (a TB immunization) was given within the last year, the student must wait one year from the date of the BCG to receive a PPD, but they may attend school during that time period until the PPD can be given.

*A child may be allowed to attend school “conditionally” if at least one dose of each required immunization series has been completed and the child is currently on schedule to finish the rest. The remaining immunizations must be completed on schedule for the child to remain in attendance.

INTERNET USAGE

- In accordance with our Acceptable Use Policy (AUP), students must comply with Internet access and usage rules and procedures while utilizing school technology.

LOST AND FOUND

- Student personal items (coats, backpacks, lunchboxes, etc.) must be labeled to help school officials return them.
- You can check for “lost and found” items in the hallway near the doors to the gym. Please check for lost items as soon as possible. Unclaimed items will be donated to a charitable organization periodically throughout the school year.

MEDICATION

- Any student requiring medications during the school day need to make arrangements with the doctor and with the school (forms available in the office). Medications should not be sent to school with students.
- Students may carry and self-administer prescription asthma medications provided that the parent has previously provided the school with a written request and written approval from a qualified health care provider.
- Students may request non-prescription drugs such as acetaminophen if parents give permission each time the student makes the request.

MONEY/ SCHOOL STORE

- When sending money to school, parents should follow the directions sent home with the request and make checks payable to Mount Mahogany Elementary School.
- Parents wishing to make donations of \$25.00 or more toward a classroom or school project may contact the school secretary on how to utilize the Alpine School District Foundation.
- The “Ram Store” (school store) has miscellaneous items available for purchase with ‘Ram Bucks’.

PARENT INVOLVEMENT

Volunteers are needed and appreciated at Mount Mahogany Elementary. Please consider some of the following ideas.

- **PTA:** The PTA gives parents an additional opportunity to be involved in their child's education, and all parents are strongly encouraged to join PTA. Mount Mahogany PTA significantly contributes to the educational quality of each student. The PTA also provides a link between the school and the parents and regularly provides assistance to help school activities run smoother. PTA supports the school through funding, volunteers, overseeing the "Take Home Library," the Maturation program, and many other programs. We hope that you would participate at whatever level is comfortable for you.
- **School Community Council:** The purpose of the SCC is to work with the principal and school staff to set goals of school improvement, and distribute the Trust Land Funds gifted by the State each year.
- **Take Home Library:** The library serves children in grades Kindergarten through 2nd Grade and provides at home reading books on the student's reading level. The library is supported and run by parent volunteers.
- **In Class Volunteering:** We extend a warm welcome to any who would like to help in the classroom. There is much to be done, from practicing fast facts to reading with students. Please join the ranks of those who support the daily work of the classroom!

How do I get involved? If you would like to be involved in any of the above volunteer activities, please contact your child's teacher or inquire in the office. Mount Mahogany is a great place to spend time!

PETS AT SCHOOL

- Pets should be kept at home unless the principal has given prior approval. Large pets cannot be brought into the school.

PLAYGROUND/ RECESS

Students usually have the opportunity to go to recess one to two times a day. It is important that children come dressed properly to go outside. If your child has health issues that might prevent him or her from going outside, please inform the teacher. When weather conditions prevent students from going outside (below 21° F or with excessive wind, rain, or snow), teachers attempt to provide a time for games and play inside the school building. In addition:

- Except for days determined as "Inside Days" by the office, all students are expected to be outside during their recess breaks.
- Precipitation, temperature, and air quality are taken into account in determining "Inside Days."
- Parents must dress students appropriately for the weather, including jackets and good footwear (no flip-flops).
- Students should share equipment and take turns, be good winners and losers. Games should be "open" for all to play.
- Fighting, bullying, or intimidating others will not be tolerated and may be referred to the principal.
- Balls should not be thrown against the school buildings. Students should sit in swings going forward and back, and not jump out. Only one student is allowed in the swing at a time.
- Students should go down all slides sitting down, feet first. Students should not walk up the slides.

- Students should use the monkey bars to hang from, not sit on. No jumping is allowed from the top of the monkey bars.
- Gymnastics, tackle football, and snowballing are not allowed.
- Jump ropes are for jumping – no games of helicopter or horse.
- Students needing to use the restroom during recess should enter the northeast (lunch room hall) doors and exit immediately when finished.

REPORT CARDS AND TRACKING STUDENT PROGRESS

- Using Skyward (accessible from the school or district webpage), the following information can be found in parent user accounts: basic student demographic information, current grades, academic history, attendance, etc.
- Parents with students in both elementary and secondary schools will be able to see all of their Alpine School District students with one user name and password.
- An online report card will be available on Skyward shortly after the end of each reporting period.

SAFE SCHOOLS

It is the policy of Alpine School District to maintain safe schools that are conducive to learning. It is the district's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, or gang activity on school property. The school has a detailed emergency plan and regularly holds emergency drills to prepare for emergencies.

- **Alcohol, Drug Use, & Weapons**-- Any employee of Alpine School District having reasonable cause to believe a student is involved in the illegal use of alcohol, drugs (illegal or prescription), or drug paraphernalia, or carrying a weapon (real or imitation) shall notify school administration.
- **Sexual Harassment & Bullying**-- Mount Mahogany Elementary is committed to the maintenance of a learning environment that is free of any form of sexual harassment or bullying. All adults and students must refrain from speech, gestures, and contact that are threatening, intimidating, or sexual in nature. All victims of sexual harassment or bullying should report the incidents immediately.
- **Student Safety**--These suggestions are provided as reminders as you prepare for the school year:
 - Be certain that your child knows the way to and from school.
 - Review the importance of safety as your child goes to and from school.
 - Please remind your child to walk on the sidewalk and to use the crosswalks.
 - Impress upon your child not to talk to or accept rides from anyone without your prior approval.
 - Do not place your child's name on the outside of his/her clothing and backpacks as it allows strangers to call by name and gives the child a false sense of familiarity.

SCHOOL COMMUNITY COUNCIL

We rely on other members of our community to assist us in the academic, social, physical, and emotional growth of our children. Family, friends, businesses, churches, and schools all provide valuable assistance. At Mount Mahogany Elementary, we have a council of community members (elected by parents and staff members) to address issues concerning the welfare of our students, manage the School Land Trust funds, and promote

school improvement efforts. Meetings times will be posted on the website. In addition, the School Community Council:

- Works to develop a school improvement plan, determine allocation of School Lands Trust funds
- Assists in developing professional development for quality instruction,
- Develops a child access routing plan
- Provides input to the school's administration on school programs and environment.

Elections for openings are held each year. If you have questions, concerns, or feedback for the school, please contact the principal or your representative. Patrons may contact the principal to identify the representative in their area.

SPECIAL ACCOMMODATIONS

- If you or your child has a disability that requires specific accommodations, please contact the school principal.

STUDENT BOOK ORDERS

Many teachers distribute book order forms to students, allowing them to buy books through the school. If you choose to participate, please write checks payable directly to the book order company for the exact amount. Checks only, please. Book companies often offer online accounts available for ordering books. If you have questions, speak with your child's teacher.

STUDENT COUNCIL

Our student council is quite active. It assists our student body through service, leadership, and by example. The activities they sponsor add unity and spirit for all students at Mount Mahogany Elementary.

TELEPHONE USE

Students may use school phones for emergencies, such as illness and missing the bus. School phones should be used only with teacher or office permission. Calls must be school related.

Please ensure that all other arrangements, such as playing at a friend's house after school, are made before your child comes to school. This will keep our lines open for those who have a serious need. Cell phones are allowed at school, but must remain in the backpack of the student. It is to remain off during school hours. Any cell phone use (calling, imaging, texting) by students is prohibited during school hours.

If a student is found using a cell phone during school hours, the cell phone will be taken to the office and kept until a parent/guardian can come and pick it up. (Watches that have the phone and/or camera capabilities (e.g. Gizmo, Kidizoom, etc.) are allowed at school, but must follow the same rules as cell phones. Cell phone Internet use is prohibited unless access is granted under the direction of school personnel.

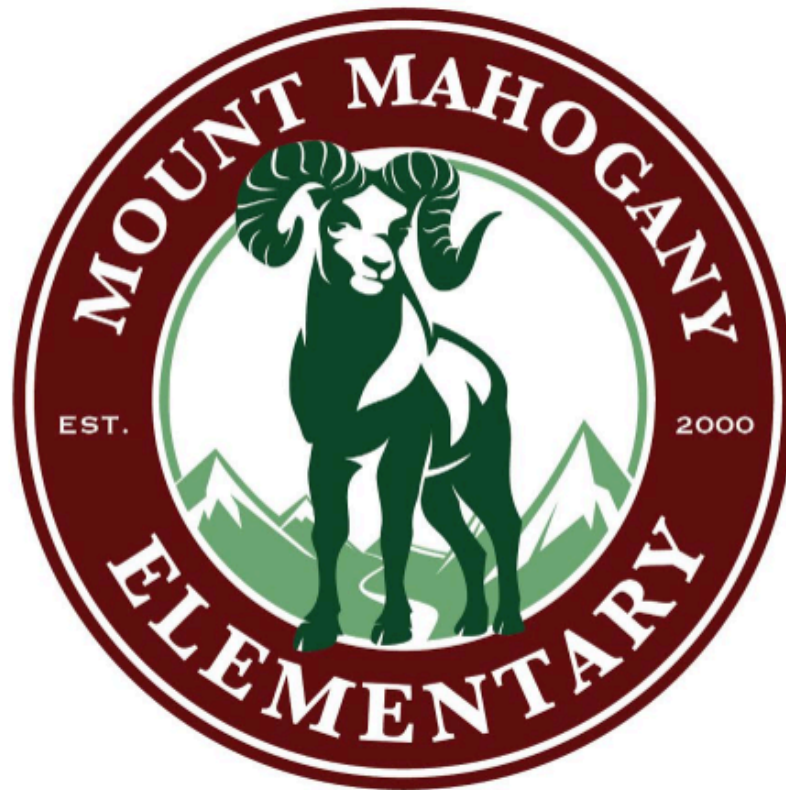
VISITORS AT SCHOOL

For the safety and well-being of our students, ALL visitors to the school must sign in at the office and obtain a visitor pass. Even if you are a regular volunteer or are expected in the classroom, please check in at the office and have your ID with you. The only exception to this rule will be made during events such as the Halloween Parade or other school program, which draws large crowds, inundating the office with parents trying to sign in at the same time. Visiting school-age relatives and friends are not permitted to attend school with resident students.

WITHDRAWAL FROM SCHOOL

Should it become necessary to transfer your child to another location for schooling purposes during the school year, please assist us with advance notice. Your child's classroom materials, media center books, and lunch account will need to be cleared before leaving.

***"As the State Legislature and State School Board make changes to Attendance and Discipline Policies and Procedures, Alpine School District and local school policies and procedures will be updated and will be communicated at that time."**



“Mount Mahogany Elementary -- Where Student Learning is the Primary Focus for All Students and Individuals Are Valued and Respected In A Safe and Caring Environment. Where Students Will Prepare to be Life Long Learners and Productive Members of Society.”

