

# Castle Dale Elementary

## Handbook



**“Cougars Conquering the Challenge”**

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# Table of Contents

Introduction, Motto, Vision, Mission, Goals .....	2
Our Motto .....	2
Our Vision .....	2
Our Mission .....	2
Commentary on “Our Vision” .....	3
Parent Link.....	4
Schedule .....	4
Leaving Campus, School Meals, Attendance .....	5
Leaving Early or Arriving Late .....	5
Leaving Campus without Adult Supervision .....	5
School Meals.....	5
Emery County School District Attendance Policy .....	6
Absences.....	6
Policies and Procedures .....	7
Arriving at School.....	7
Recess .....	8
Electronic Devices.....	8
Cell Phones .....	9
Backpacks and Coats.....	9
No Golfing on the School Grounds .....	9
Bikes.....	9
Roller Skates, Skateboards, Scooters, Wheelies, Rip Sticks .....	10
Baseballs, Bats, Tennis Rackets, Hockey Sticks, Handballs .....	10
Jumping up to Touch Door Frames and Exit Lights.....	10
Stuffed Animals, Dolls, Blankets .....	10
Toys and Trading Cards.....	11
Gymnasium.....	11
School Grounds Closed at Dark .....	11
Motorized Vehicles .....	11
Vandalism .....	12
Weapons at School .....	12
Dress and Appearance .....	12
Fighting .....	13
Halloween .....	13
Hat Day .....	14
Dress Up Day .....	14
Drinks at School .....	14
Coats, hats, backpacks, and toys during lunch .....	14
Selling for Profit.....	15

Student Visitors at School.....	15
Telephone Privileges.....	15
Telephone Messages .....	15
Release of Directory Information .....	16
Field Trips .....	16
After School .....	17
Communicating Concerns.....	17
Immunizations .....	17
Administration of Medicine at School .....	18
Prescription Medicine .....	18
Over-the Counter medication .....	18
Student Self-Treatment for Asthma.....	19
Special Pupil Services.....	20
Treats at School .....	20
Emergency .....	20
First Aid.....	21
Emergency Drills .....	21
Drug-Free School .....	21
Safe Arrival at School.....	21
Laser Lights .....	21
Parent or Guardian Pickup.....	21
Visitors .....	22
Traffic Control: Unloading & Loading Students at School .....	22
<b>Social and Safety Code .....</b>	<b>22</b>
Social Code .....	22
Safety Code.....	23
Teaching & Practicing .....	24
Holding Students Accountable .....	24
<b>Legal Statements.....</b>	<b>25</b>
Non-Discrimination Statement.....	25
Sexual Harassment Statement.....	25
Facilities Accommodation for the Handicapped.....	25



## **Introduction, Motto, Vision, Mission, Goals**

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**CASTLE DALE ELEMENTARY** is a school where students, staff, administration, and parents work together to create a safe, orderly, and dynamic environment. An artist's rendition of the cougar, our mascot, is exhibited in the entry hall and reminds all of us of our school motto—**“Cougars Conquering the Challenge.”**

This handbook has been prepared to help parents and students become better informed about the policies, procedures, educational philosophy, and programs of Castle Dale Elementary. The standard procedures and programs outlined here are intended to insure the health and safety of students while at the same time promote an environment conducive to learning and risk taking.

Parents are invited to visit and volunteer to help within the school. You are invited to experience firsthand your child's school and to get acquainted with the educators who work with your children.

### **Our Motto**

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Cougars Conquering the Challenge

### **Our Vision**

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Castle Dale Elementary's vision is to create a:

- Community of **Learners**
- community of **Caring**
- community of **Collaboration & Teamwork**
- community of **Risk Takers**
- community of **Commitment**
- community that **Celebrates Diversity**

### **Our Mission**

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Our mission is to work as partners with families to provide skills and tools that empower all of us to **learn, dream, care, and believe** we can determine our future.

## Commentary on “Our Vision”

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- **A community of learners** is a community in which everyone is teaching and everyone is learning simultaneously under the same roof. Students are teaching and learning; the principal is teaching and learning; teachers are teaching and learning. Everything that goes on in this community contributes to teaching and learning.
- **A community of caring** is a community in which adults and students alike protect and attend to each other’s individual needs. In a community of caring, respect is given to students by all adults and other students. Likewise, respect is given to adults by all students and other adults. A community of caring teaches character, service, and universal values. In a community of caring standards of conduct are outlined, taught, practiced, and then demonstrated by all.
- **A community of teamwork and collaboration** is a community that realizes goals cannot be achieved by working alone. In a community of teamwork and collaboration flexibility is practiced when necessary and relationships are cooperative and collegial. A community of teamwork and collaboration is a place where teachers, principal, and students talk with one another, observe one another, share their knowledge with one another and actively help one another become more skillful.
- **A community of risk takers** is a community that provides a safety net for adventuresome learners. Research suggests that risk-taking is strongly associated with learning. A community of risk takers is one in which students, teachers, and principal feel comfortable to ask for support while taking a risk. They know that they will not be ridiculed, and they know support will be provided.
- **A community of commitment** is a community in which every student and every adult commits themselves to their work of teaching and learning and deliberately chooses each day to be in school in order to learn and teach.
- **A community that celebrates diversity** is a community that looks for differences of all kinds in students and teachers, attends to these differences, and further celebrates the differences as good news--as opportunities for learning.

## Parent Link

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Castle Dale Elementary uses a program called Parent Link. This is a program where we have the ability to send out phone messages via the internet to homes of our students. We use this program to remind parents of upcoming events and to make special announcements. Part of Parent Link is phone calls sent out automatically to inform parents of student's absenteeism. It also automatically sends out notice to parents when students have reached or exceeded the district's policy on absenteeism.

## Schedule

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School doors open .....	7:55 a.m.
Breakfast begins.....	7:55 a.m.
Bell to enter classrooms.....	8:15 a.m.
School begins .....	8:20 a.m.
Morning recess.....	10:00-10:15 a.m.
Lunch break begins .....	11:30 a.m.
Lunch break ends .....	12:15 p.m.
Afternoon recess.....	1:30-1:45 p.m.
School ends .....	3:05 p.m.



# Leaving Campus, School Meals, Attendance

## Leaving Early or Arriving Late

Students leaving during school hours need to be signed out at the office by the adult they are leaving with as well as make sure the teacher is aware the student is leaving. An adult needs to **come in** to the school and sign the check-out roster in Mrs. Woolsey's office. We cannot allow students to wait outside the building for an adult. When a student arrives late to school, they need to check into the office, choose their lunch, and pick up a ticket to admit them to class.

## Leaving Campus without Adult Supervision

Castle Dale Elementary has a closed campus restriction. If students leave the campus without permission, the parent will be quickly notified. If a parent cannot be reached immediately, the Sheriff's Department will be called to locate the child and bring them back. Occasionally, however, we are requested to allow students to walk to the dentist office or home for lunch. They may do so providing a parent or guardian has written a note to the teacher making the request. In the case of lunch, one note filed annually with the child's teacher will suffice. Parents need to know that once a child leaves the school grounds with written or verbal permission from a parent they become the responsibility of the parent.

## School Meals

Schools within the Emery School District serve nutritious meals daily. Breakfast is served 7:55 to 8:55 a.m.

Lunch is served between 11:30 a.m. and 12:15 p.m. for Kindergarten through 5<sup>th</sup> grade.

### **District policy requires that students charge only in an emergency.**

Only a maximum of five emergency meals can be charged. **After five charges, students will not be allowed to eat school meals.** Mrs. Bott will indicate verbally to students when they need additional lunch money. When an account is overdue, a note will be sent home with the student at the end of the week. Please see that you pay for your children's meals on a regular basis.

Occasionally we deposit checks in our account that are not covered by the bank. When this happens, we will have to pass on to the payer of the check the bank charge that reverts to us for processing the returned check. This charge will be added to the student's lunch bill. Children from households that meet federal income guidelines are eligible for either free or reduced meals. Applications can be filled out online.

Students eat first and then go outside for their mid-day recess. We rotate which grade will be first to lunch so that a particular grade will not always be first and also so that a particular grade will not always be last.

## **Emery County School District Attendance Policy**

Students under the age of 18 are required to attend school unless exempted by law. Parents have the responsibility to monitor regular school attendance for their children.

### **Absences**

A copy of the Emery School District Excessive Absence Policy is distributed yearly with registration materials. Additional copies of the policy are available on the district website.

Students are expected to be in regular attendance. When a student is absent four (4) days or portions of days during one (1) term, but not including medical or school activity excuses, parents will be notified by the school administration. When a student is absent six (6) or portions of days during one (1) term, but not including medical or school activity excuses, parents will be notified by the school administration and a meeting will be scheduled to discuss the problem and possible solutions. If the absences continue a referral to Juvenile court will be issued. Please call the school principal if extenuating circumstances exist.

## **Policies and Procedures**

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The health and safety of Castle Dale Elementary students is a prime concern of the faculty and staff. The following information outlines the school's policies and procedures concerning health and safety.

### **Arriving at School**

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School begins at 8:15 a.m., and our playground is supervised beginning at 8:00 a.m. **Students should not arrive at school before that time.** A bell will ring at 7:55 a.m. indicating that students may enter the building. Students may then choose to go to the playground, eat breakfast in the cafeteria, or **on bad weather days sit quietly in the multipurpose room and read.** At 8:15 a.m. the bell to line up outside individual classroom doors rings. At this time students that are in the cafeteria should exit the building through the front doors and line up at the outside classroom door. The classroom teacher then opens their outside classroom door and students enter the classroom to begin school. The double doors in the front of the building will remain closed from 7:55 to 8:15 a.m. Parents and students are asked to remain outside these doors unless a parent has an appointment with the teacher.

## Recess

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Recess is provided as a diversion from academic endeavors, as a means of acquiring exercise and fresh air, and as an opportunity for students to develop their social skills. Our recess policy requires students to be outside the building where there is supervision. Therefore, students need to wear clothing that is appropriate for any potential weather condition. However, any student whose parent makes a written request to the teacher for them to stay in may report to the media center wearing a **sign** given to them by their teacher. While in the library, students must demonstrate “indoor” behavior—sitting, drawing, reading, or studying. If a student cannot demonstrate “indoor” behavior, they lose the privilege of being in doors.

We have a large playground, because of safety and security issues there are places on our playground that students are not to go on during recess. These places are to be used only under classroom teacher’s direction at PE and other teacher directed activities. Students will be shown these areas during the first week of school and reminded throughout the school year.

Occasionally severe weather conditions may exist. On these days students will be given a short break to use the restroom and get a drink. Then they will be provided with quiet activities in the classroom.

## Electronic Devices

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Electronic games, CD and DVD players, iPod’s, MP3 players and any other electronic devices are not allowed at school and will be confiscated.

- **1<sup>st</sup> Offense** - Electronic device will remain in the office the remainder of the day. Student may pick it up at the end of the day.
- **2<sup>nd</sup> Offense** - Electronic device will be kept in the school office for a period of two weeks or the student’s parent can come and pick it up. Student will need to sign a contract that states the electronic device will not be used or seen again at school or it will be confiscated until the end of the school year.

- **3<sup>rd</sup> Offense** - If contract is broken, the student will not be able to pick up electronic device until the end of the school year.

## **Cell Phones**

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Emery School District Policy JICJ allows students to bring cell phones to school. However, the policy clearly states that cell phones **MUST** be turned off during the school day. Cell phones are not to be out or seen from the time the first bell of the day rings until the last bell of the day rings. This includes lunch time and recess. If a teacher or staff member sees a student using a cell phone or if the phone is out, it will be taken to the office

The cell phone will be returned to the student at the end of the school day. Repeated violation of the policy may lead to student suspension or expulsion and will require the parent or guardian of the student to pick up the device from the principal.

For further details please call the principal to review the policy or you can go to the school or district web site and look at the entire policy.

## **Backpacks and Coats**

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Backpacks and coats should be hung on hooks provided outside of classrooms.

## **No Golfing on the School Grounds**

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In order to preserve the safety of children who play on the school grounds at all times and to protect the building from damage, we ask that no one golf.

## **Bikes**

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Students are welcome to ride bicycles to and from school as long as they **enter the school grounds through the southwest driveway** and go directly to the bike racks. Bikes must be left in the bike stands provided on the west side of the school. We also recommend that parents provide students with a good bike lock since the school **does not** take responsibility for the protection of bikes.

**Bicycles are not allowed on school property other than stated above.**

## **Roller Skates, Skateboards, Scooters, Wheelies, Rip Sticks**

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**Roller skates (blades), skateboards, scooters, wheelies, hockey sticks, rip sticks are not allowed on school property.** Many students like to ride these items to school which is allowed as long as they stop when they get to the school grounds. Students are responsible to make sure these items are out of the way when school starts. These items are treated much the same way as bicycles except we do not have a rack to put them in during school.

## **Baseballs, Bats, Tennis Rackets, Hockey Sticks, Handballs**

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Spring usually brings with it an interest in baseball and the school provides bats and **soft** balls to be used during P.E. under a teacher's direction. Some teachers use tennis rackets instead of bats during P.E. Both bats and tennis rackets are not to be use during recess time. Students are not to bring their bats or baseballs to school.

## **Jumping up to Touch Door Frames and Exit Lights**

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As students grow they have a tendency to see how high they can jump. We have had a lot of problems with students jumping up to touch door frames as they go through the door. This does not harm the door frame but does leave unnecessary messes that have to be cleaned up. Students also have been jumping up to see if they can touch the exit lights. The exit lights we have are very expensive and when a student jumps up sometimes they do not realize how much force they are using. If a student is caught jumping up to touch a door frame they will be expected to spend time, other than classroom time, cleaning door frames. If a student breaks an exit light they will be expected to pay for a replacement light, this can be as much as \$400.00 based on the last one we had to replace.

## **Stuffed Animals, Dolls, Blankets**

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Stuffed animals, dolls, and blankets have become a distraction to the classrooms. These items and any others similar to them are to remain at home. There might be special occasions when students will be allowed to bring them and these days will be announced.

## **Toys and Trading Cards**

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Students need to leave small toys and trading cards at home. We are not responsible for lost or stolen items that a student has here at school. Bringing these items to school has created problems in the past both from them “disappearing” from back packs and also from other students wanting to play with them. There have been times when students will trade with another student and then after some thought the student changes his/her mind and wants their own stuff back. The best solution for this is for all students to leave toys and trading cards at home.

## **Gymnasium**

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Students are not allowed in the gymnasium without adult supervision during school or after hours. Little league or Jr. Jazz coaches who schedule the use of our gymnasium will need to be at the gym before the children are allowed on the floor.

**Everyone needs to stay off the bleachers when they are pushed in. The bleachers are designed to have maximum support when they are pulled out and do not have the support when pushed in. They can be damaged to the point they are not usable if we continue to get on them unless they are out.**

## **School Grounds Closed at Dark**

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Community members and children are welcome to visit and use the school’s playground at any time during the day that school is not in session. However, due to the amount of vandalism occurring in recent years, the Castle Dale Elementary playground is off limits to anyone after dark.

## **Motorized Vehicles**

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Motorized vehicles such as 4-wheelers, motorized scooters, motorcycles, pickups, cars, etc., are not allowed on the school grounds at any time.

## **Vandalism**

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Paint balls, spray paint, or anything that potentially could destroy the equipment, building, or property of Castle Dale Elementary is prohibited from being in the personal possession of students.

## **Weapons at School**

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It is the policy of the Emery County School District and Castle Dale Elementary as well as Utah State law that students are not to be in possession of guns, knives, chains, or other weapons at school. This policy refers to toy weapons manufactured by toy companies as well as those created by the students themselves such as sling shots, paper guns, darts made from pins, etc. Under the law plastic or play weapons are classified as weapons because someone may actually think they are weapons.

## **Dress and Appearance**

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Students are expected to be dressed and groomed in a manner appropriate for a public school educational environment. Any clothing, adornments, or attachments to dress which advertises, promotes, displays, or suggests acts, products, or slogans deemed obscene, illegal, subversive, or discriminatory is not appropriate at school. This includes any article of clothing advertising alcohol or tobacco products. Hats are considered inappropriate in the building except on "Hat Day." Shorts must be long enough to come to the ends of a student's fingers when he/she puts his/her arms down. Sunglasses are to be worn outside the building. Shoes must be worn during school in and out of the building. Slippers are not considered shoes. Bandanas and sweat bands are not to be worn other than "Hat Day."

Although "flip flops" are considered shoes, we have had problems with them in the past. Some of the more inexpensive ones break easily and it is hard to participate in PE and recess. If your child chooses to wear flip flops to school please have a second pair of shoes in their back pack that can be changed into if they have problems during the school day.

Hair or make-up in extreme and unnatural colors will not be allowed at school. Extreme hair styles are not acceptable, this includes Mohawk cuts. If a student comes to school with extreme hair color or style



parents will be called and the student will be sent home to correct the problem.

Apparel such as halter tops, tube tops, low scoop neck line, shirts or sweat shirts with sleeves cut off, and tank tops are not considered proper clothing for school. Shirts and blouses must have a set in sleeve. No split or butterfly sleeve is permitted. No shirt or blouse displaying the midriff area is permitted. A mesh jersey may be worn over another shirt. Pants must be worn around the waist so that underwear does not show.

Pajamas and slippers are not appropriate dress for school.

At the discretion of the teacher or principal a child will be asked not to wear any clothing that is interfering with the child's learning such as chains, pants so large they are continually falling down, shirts referring to substances that are not allowed in a tobacco and drug free zone, etc.

## **Fighting**

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Fighting on school property is not allowed. Many of the fights we have on school property start as students "play fighting" and then one student becomes more aggressive. Because many of our fights start as play fighting, play fighting on school property is not allowed. Any student caught fighting or play fighting may merit suspension from school or placement in the office for a number of days to be determined by the principal.

The bus and bus stops are extensions of school so these rules apply to both the bus and bus stop.

## **Halloween**

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When Halloween falls on a school day, students are asked not to wear makeup, colored hair, costumes, or masks to school. **(Some classes may choose, at a particular time during the day, to put a costume on for a special activity. This will be decided by each teacher, and parents will be informed individually by each teacher if a costume is appropriate.)** Recently, Ribbon Week activities during October have overshadowed Halloween Activities. The school feels this is beneficial for students.

If a costume parade is done, it will be in the afternoon and students are not to wear costumes to school in the morning. They will have an opportunity to put on costumes after lunch and before the parade. Students are not to wear masks as part of their costume. Hair color and face paint are okay as long as they put it on as part of their costume after lunch and do not come to school with it on. Students are not to have weapons as part of their costume; this includes toys that look like weapons. See our weapons section of this handbook. The parade is only for Castle Dale Elementary students, younger siblings and other visitors can watch but not participate.

## **Hat Day**

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The first Friday of every month is designated as Hat Day, and students may wear hats in the building on those days. Teachers set student behavior expectations in their classrooms and if the hats get in the way of a student's learning, the teacher may ask the student or class to remove hats. The second Friday is the only time for wearing hats in the building by either boys or girls.

## **Dress Up Day**

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Dress up day may be declared at times throughout the school year when occasions and activities at school lend themselves to nicer dress. On these days we ask students to wear clothes they would normally wear in a church, wedding, or other more formal situation.

## **Drinks at School**

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With the exception of an occasional party, the only drinks that will be allowed in the classrooms by students will be WATER! If a parent wants to send a drink other than water for lunch that will be allowed but the student will have to consume the entire drink in the lunchroom or throw the remaining drink away, they cannot take it back in the classroom or outside to the playground with them.

## **Coats, hats, backpacks, and toys during lunch**

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When students go to the lunch room they are to leave coats, hats, and toys they will be playing with during recess on the stage steps. They can then pick them up prior to going out to play. Our lunch room is usually not so cold as to justify wearing coats. Coats usually have baggy sleeves

and get into food easily. There really is never a good reason a backpack needs to be in the lunch room, backpacks should be left out of the lunchroom.

Many times students will bring recess toys to lunch with them as they are not go back to their classrooms to get them. These items should be left on the steps of the stage while students eat. They can then pick them up on their way outside for recess.

## **Selling for Profit**

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Castle Dale Elementary does not permit individuals to solicit or sell for personal profit any items within the vicinity of the school or on the school grounds. This includes using our student body as potential buyers as they travel to or from school. (This does not apply to a learning activity planned and directed by a faculty member.)

## **Student Visitors at School**

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We frequently have requests from parents to have visitors in their homes attend school with our students--cousins, friends from out of town, etc. This is not allowed as it often becomes a behavior management concern for the student, visitor, and teacher. One thing is certain--your child will have a non-productive day at school if they bring a visitor.

## **Telephone Privileges**

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**Children need to make every effort to schedule their social arrangements at home** during the evening or before coming to school. Our telephone lines are needed by teachers who are attempting to communicate with parents and to operate our fax machine. If it is necessary to call home, students can request telephone privileges **from their teacher in their classroom**. Use of the telephone after school on a repeated basis cannot be permitted.

## **Telephone Messages**

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Delivering telephone messages to students from parents is difficult as children are not always in the classroom. Please ask us to do this only in the case of a **real** emergency. Many young children are upset and frightened when they receive messages to report home to a neighbor or grandparent. They wonder where the parent has gone, why the parent

won't be home, and how long the parent will be gone--all of which we have no answers. If you need to get a message to your child after they arrive at school, you are welcome to drop by the school; we'll help you locate your child, and you can speak to them personally, answering any question or concern they may have. In an emergency we will attempt to call your child to the phone; however, this is not possible during recess or lunch time as children cannot be located easily on the playground.

## **Release of Directory Information**

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In the normal process of our operations it may be necessary to release to our PTA, the Emery County Progress, student council, etc., the following types of information:

- 1) academic excellence information
- 2) directory information such as name, parents names, grade, phone, or address
- 3) names of individuals receiving awards or recognition
- 4) pictures of students involved in various programs or activities

**If you do not wish to have this type of information released, please contact the principal.**

## **Field Trips**

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District Policy states that each class is allowed one field trip per year. Parents are welcome to act as chaperones on these trips. In order to go on a field trip, as a chaperone, parents must ride the bus with the class.

**Parents that do not want to ride the bus with the students will not be allowed to accompany the class on their excursion. Siblings of students, regardless of age, will not be permitted to accompany parents on these trips. If a parent shows up at a location they will be asked to take their child and leave. This will deprive their student of the planned field trip activities with their class**

Depending on the field trip we are limited to the number of adult chaperones that are allowed to accompany the class. Most of the time room mothers are given first choice to act as chaperone.

## **After School**

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Students are not to play around the swings or basketball hoop while waiting for the bus to come. They are to go directly to the bus line and wait for the bus. After the bus has left students may then play in these areas if they have permission from parents to stay for a little while. These students will not be supervised so it is advisable that they go home.

## **Communicating Concerns**

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Your feedback to the administration, faculty, and staff of Castle Dale Elementary is always welcome. Because concerns can be taken care of when they are addressed close to the source of the concern, we ask that you contact the classroom teacher first when you have concerns with specific children or practices within a classroom. The principal will be happy to assist you in setting up a meeting time.

## **Immunizations**

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Utah law specifies that all children going to school must be properly immunized. Parents must prove that their children have completed or are completing shots against diphtheria, whooping cough, tetanus, polio, measles, rubella, chicken pox, hepatitis A, hepatitis B, and mumps. Immunizations required are: 4 DPT, 3 polio, 2 hepatitis A, 3 hepatitis B, 1 chicken pox, and 2 MMR. There are three exemptions;

- 1) **Medical**—A signed statement from a doctor that a vaccine or vaccines may be harmful to a child's health is needed to claim this exemption.
- 2) **Religious**—A signed statement from the parent or guardian that immunizations are against religious beliefs is needed to claim this exemption.
- 3) **Personal**—A statement signed by both the local health authority and parent/guardian is needed to claim this exemption. This exemption may only be claimed by parents or guardians who have strong personal beliefs against immunizations.

**Children are not allowed to attend class without certifying proper immunization.**

## **Administration of Medicine at School**

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**Students cannot have in their possession medicine of any kind other than Asthma Medication (see next section).**

### **Prescription Medicine**

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- 1) The student's parent or legal guardian provides a current written and signed request that prescription medicine be administered during regular school hours to the student.
- 2) The student's licensed health care provider has prescribed as to the method, amount, and time schedule for administration. Also, a statement that administration of such medicine by school employees, during periods when the student is under the control of the school, is medically necessary.
- 3) The medicine must be stored in a locked cabinet in the school office. The medicine must be in a container with a pharmacist's label designating the patient's name, instructions, name of medicine and name of licensed health care provider.
- 4) A record must be kept of all students receiving such medication including a record of dosage and times taken.
- 5) Only those personnel designated by the principal and trained in the administration of prescription medicines may administer such medicines to students.
- 6) The school nurse shall be notified by the school of prescription medications that will be administered to students.

### **Over-the Counter medication**

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Parents of students requiring over-the-counter medication during the school day must either come to the school and give the medication to the students or follow the same procedures outlined in this policy for prescription medications. However, personnel, authorized by the

principal, may administer Acetaminophen (Tylenol), 500-1000mg, to students with documented permission from a parent/legal guardian, written or by telephone, for each time the medication is given.

### **Student Self-Treatment for Asthma**

Emery School District policy JHCDA adopted 11/05/2003 allows that students may self-administer Asthma Medication:

- 1) Students may carry and self-administer prescription or non-prescription asthma medications provided that the student's parent or guardian has previously provided the school with a written request and written health care provider approval.
- 2) The written request must state that the parent or guardian authorizes the student to have and use the asthma medication.
- 3) The health care provider approval must specifically identify any prescription medication and must state: 1) the provider is authorized to prescribe the medication; 2) the student is capable of appropriately self-administering the medication; and 3) the provider finds that it is medically appropriate for the student to keep the medication with or readily available to him or her at all times.
- 4) If the medication is to be stored other than on the student's person, the student or parent/guardian shall inform the school nurse or administration where the medication will be kept to enable access for emergency use.
- 5) The student shall only use prescription asthma medication directed by a health care provider's written orders, and shall use non-prescription asthma medication in accordance with the manufacturer's instructions.

No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription.

## **Special Pupil Services**

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Each student with a disability, age 3 through 21, in Emery District, who have not graduated from high school with a regular high school diploma, receives a free and appropriate public education that includes special education and related services, as specified on the Individual Education Program (IEP) designed to meet the student's unique needs and to prepare them for employment and independent living.

Related Services are support services that an IEP team determines are required to assist a student with a disability to benefit from special education. These services may include transportation, speech-language pathology, physical and occupational therapy, orientation and mobility services, etc.

Hearing screening tests are given annually to all district preschool, Kindergarten and 1st grade students as well as any students referred for this testing by their teacher or parent.

If you feel that your student could benefit from Special Education or related services, contact the Principal or the Resource Teacher.

## **Treats at School**

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If your child wants to treat the class on his/her birthday or if room mothers have been asked to help celebrate a special occasion, **please use prepackaged, commercially produced treats**. This is a precaution against the spread of disease and recommended by the Utah State Public Health Department. Also, please stay away from suckers as they are a safety hazard. We also ask you not to bring red punch into the building as it is about the only stain we cannot get out of the carpet.

We have some students with special dietary needs. Before bringing a treat for a classroom please check with the teacher to see if there are any special needs in the class. We do not want to leave a student out or make them feel more aware of their situation than they already do.

## **Emergency**

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Castle Dale Elementary has filed with the Emery County Sheriff and the Emery School District its Emergency Plan. The purpose of the Emergency



Plan is to provide information and direction for all persons in the school concerning emergency response tasks.

In the event we need to locate students to another location we will move students to the Emery County Aquatic Center (swimming pool).

## **First Aid**

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Castle Dale Elementary will have at least three faculty or staff members certified in Emergency First Aid and CPR. All employees will know who the first aid personnel are and will call on them for evaluation and treatment in the event of an injury. First aid treatment will be given on-site or in the office. In the event that the building needs to be evacuated, a first aid station will be set up at the storage shed located on the west side of the school.

## **Emergency Drills**

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Fire, earthquake, lockdown, and evacuation drills shall be held regularly to assure that all students, faculty, and staff are familiar with and prepared for quick, efficient use of the Castle Dale Emergency Plan.

## **Drug-Free School**

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Castle Dale Elementary is a drug-free campus. No alcohol, tobacco, or illegal drugs are to be on the school grounds at any time, including after school hours.

## **Safe Arrival at School**

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Parents need to call the school early in the morning to let us know when children are ill and going to be absent.

## **Laser Lights**

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Laser lights are not allowed at school. Neither are they to be in a child's possession coming to or from school.

## **Parent or Guardian Pickup**

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Parents or guardians stopping by the campus to pick up a student for any reason should check in at the office first. No student will be released to individuals other than parent or guardian UNLESS the school is contacted by the parent or guardian.

## Visitors

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Parents are welcome at Castle Dale Elementary and are encouraged to visit. Please check in at the office. Students from other schools will not be allowed to attend Castle Dale Elementary at any time.

## Traffic Control: Unloading & Loading Students at School

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Our school bus enters the school on the east end of the east parking lot and leaves on the west end. **At the beginning and ending of school as well as kindergarten, parents are asked to help keep vehicles out of the driveway. Please unload and pick up students south of the sidewalk in front of the school.** The “loading” and “unloading” areas are marked. This procedure will allow the bus easy and rapid access to the driveways so the runs can be made in a timely manner. Also, many students walk to and from school, and vehicles driving into the school create a pedestrian hazard for students.

Students who walk or ride their bikes should leave the school grounds after being dismissed from school. The playground is not supervised after school.

Our bus loading and unloading zones are marked as well as the fire lanes and handicap parking. These areas must be kept free from vehicles at all times. **It’s the law.**

## Social and Safety Code

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### Social Code

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- Respect People & Respect Property.
- When facing a problem, stand tall and assertively tell others to respect you.
- Walk away from conflict and get help from an adult.
- Use socially acceptable language.
- Follow instructions from an adult the first time.
- Be outside or sitting in the media center wearing a pink badge during breaks.

## Safety Code

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- Stay out of trees.
- Use monkey bars properly (hanging only from hands and not knees or feet & skipping only one bar).
- Throw only approved balls and Frisbees on playground.
- Play only touch or flag football.
- When using slides, sit, face forward, slide one at a time, & move away from the bottom quickly.
- Sit one person to a swing, facing forward, swinging only forward and backward.
- Play only on the sides and back of the school grounds without a sidewalk between you and the school building.
- Throwing of snowballs anytime or anyplace is not permitted.
- **Intentional** sliding on icy or wet sidewalks or playground areas is not permitted.
- Bikes are to be parked appropriately in the bike racks and **not ridden** on the school grounds before, during, or after school.
- Roller skates, wheelies (shoes with wheels in), roller blades, skateboards, snow boards, hockey sticks, bats, or hard balls are not permitted at school.
- No sliding down hills during school hours.
- We have a lot of trees on our playground and every time the wind blows we have new sticks on the playground. Sticks need to be left on the ground. Do not pick up sticks.
- Students should not carry other students on their back.

In order to maintain an orderly, safe, and respectful environment at Castle Dale Elementary, we have outlined the above expectations for students during recess, lunch, and other out-of-classroom time. We share our Social and Safety Codes with parents so you can lend your support. Our behavior management plan for teaching, practicing, rewarding, and holding students accountable for living these codes is outlined below.

## Teaching & Practicing

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- Classroom teachers will both teach and review with students the social and safety codes of Castle Dale Elementary.
- Classroom teachers will create opportunities for guided practice where students can demonstrate their understanding of Castle Dale Elementary's social and safety codes.

## Holding Students Accountable

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- **Severe Clause:** Students may automatically be placed in the office for any number of days by the principal at his discretion when the offense merits immediate social skills instruction. Being physically involved in a fight, bringing illegal substances onto the school grounds, or carrying a weapon may merit suspension from school or immediate placement in the office for a number of days to be determined by the principal as well as referral to the proper civil authorities.
- The **second, third, etc.**, time during the school year that a student earns placement in the office a requirement for returning to the classroom is a school/parent conference. This conference is intended to help the school and home work together in meeting the needs of each individual student. The school will schedule the conference any one of the five days convenient for parents between 7:30 a.m. and 3:00 p.m. while the child is placed in the office.

Parents, please take a few minutes to speak with your child about possible courteous, non-aggressive, respectful solutions to problems they may encounter.

## **Legal Statements**

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### **Non-Discrimination Statement**

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It is the policy of the Emery County School District not to discriminate on the basis of race, color, national origin, religion, sex, or disability in programs, activities, and employment. If a disability exists which requires special accommodation for participation in any activity, please notify the school or district at least 3 days in advance so we can make accommodations.

### **Sexual Harassment Statement**

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The Emery County School District does not allow, nor does it condone sexual harassment on the part of any of its employees or students toward other employees or students.

### **Facilities Accommodation for the Handicapped**

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It is the policy of the Emery board of Education that the handicapped parking zones are restricted to use by those who are authorized to use such zones due to handicap or disability. All others are prohibited from using handicapped parking zones.

It is the also the policy of the Board of Education that unauthorized use of handicapped parking zones at facilities within the jurisdiction of the school district will result in the violator's vehicle being towed at the owner's expense and/or referral being made to the Emery County Sheriff's Department.