



Parkside Elementary

WHERE STUDENTS ACHIEVE THEIR GREATEST POTENTIAL.

Student and Parent Handbook 2016-2017

5175 S. Parkside Dr.
Murray, UT 84107

www.parksideelementary.org

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PRINCIPAL'S WELCOME



Dear Parents/Guardians,

I would like to welcome each of you to the start of another wonderful year at Parkside Elementary! I am incredibly excited to begin another year here. I look forward to working together to provide the best education for your child(ren).

In this handbook you've received a lot of information critical to creating a positive school environment. Please take the time to review the information carefully. As you read, if there is anything you would like clarification on or have questions about feel free to call or email me.

Finally, I encourage each of you to spend some time familiarizing yourself with the school website www.parksideelementary.org and the information you can find including our school improvement plan and electronic copies of all materials found in this handbook.

Thank you again for your continued support!

Colleen Smith

Colleen Smith
Principal

About Parkside Elementary

Principal: [Mrs. Colleen Smith](#)

Assistant Principal: [Ms. Nichole Penix](#)

Administrative Secretary: [Mrs. Alicia Brimley](#)

Financial and Attendance Secretary: [Mrs. Tiffany Kastelic](#)

Enrollment: 648 students

School promotion: Hillcrest Junior & Murray High School

Mascot: Parkside Panther

School Colors: Blue & White

Built: 1967

Brief History of Parkside Elementary School

Through innovative teaching practices, frequent progress monitoring and collaboration, Parkside's academic success continues to increase each year. The school offers a wide range of before and after school activities, including: school choir, chess club, origami club, Mad Science, Girls on the Run; and all students participate in an annual Author's fair where each student writes and publishes their own book. Parkside partners with the Salt Lake Valley Health Department to grow, harvest, and maintain a community garden, and it was the first school in the state to participate in American Cancer Society's Relay Recess Program, raising over \$3000 annually through continued participation.

At Parkside Elementary School, students, faculty and community members work together implementing significant and successful changes to increase student achievement. These efforts support the school mission of "Where students reach their greatest potential."

Student Registration

ONLINE REGISTRATION

Murray School District registration is now completed online. This must be completed as new students arrive and at the beginning of each year for existing students. To register visit www.murrayschools.org and select the Parents tab. Online registration will be an option in the drop down menu. You may also access online registration through the Parkside Elementary website www.parksideelementary.org.

Required Documents

All students are required to submit to the front office:

- [Proof of Residency](#)
- [Immunization](#)
- Birth Certificate

Free and Reduced Lunch Application

- [Hard Copy Application \(print and complete\)](#)
- [Online Application \(completed in ASPIRE\)](#)

WITHDRAWING STUDENTS

If you are moving and are withdrawing your child from school, please call, come by the school or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

School Fees Notice

For Children Grades Kindergarten through Six

If you need help understanding this Section, CALL 801-264-7400

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (unless your child is in grade six and attends a school that includes one or more 7-12 grades), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. All information which you provide in your application will be kept confidential.

School funds are limited, and your school may need help. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). No child may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

School Communication

Parent communication is a vital part of a successful school experience. The faculty and staff at Parkside Elementary welcome open lines of communication. To ensure that student and parent needs are being addressed, consider the following when communicating with teachers and other school faculty and staff:

- Call, email, or setup a time to meet when concerns arise so they can immediately be addressed.
- Meet with teachers before or after school to save the school day for valuable student instruction. Teachers are at school 20 minutes before and 30 minutes after school.
- Avoid being critical of teachers in front of your student. The parent-teacher partnership is extremely important. Criticizing teachers or the school in front of the student does not promote that partnership. If concerns are of a critical nature, schedule a meeting without the student present.
- Avoid criticizing, blaming, or speaking negatively about other students in front of your student. These behaviors and conversations can lead to additional problems between students.

SCHOOL WEBSITE

The Parkside Website is an excellent source for everything you need to know about Parkside. Visit our website regularly to get up to date information about the school, the PTA, and the School Community Council.

NEWSLETTERS AND UPDATES

Email newsletters are sent out to keep parents aware of important information and events. This is the best way to stay informed about all of the great things happening at Parkside Elementary. To access this group email simply include your email address on your child's registration or update contact information in Aspire, the student information system.

Look for additional newsletters to come directly from your child's teacher to provide classroom updates and communicate current learning goals.

Phone Calls and Telephone Use

A parent phone call transferred down to the classroom on occasion may not be a significant distraction; on the other hand 25 parents calling 25 students can cause a disruption to student learning. We recognize that things come up during the day that needs to be conveyed to students prior to the end of the school day. To protect the learning environment use the following precautions prior to calling the school:

- Determine if the information truly is something that must be discussed prior to the end of the school day.
- Talk to students before arriving to school or the night before regarding transportation plans.
- Leave a message with the front office to be given to the student during an appropriate break.

Email

While it is not always possible to respond immediately to emails, teachers will do their best to respond in a timely manner. If you have an urgent issue that needs to be addressed immediately, please call the front office for assistance.

Teacher Conferences

The faculty at Parkside is always open to input and encourage you to write, call, or email for a conference whenever you have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address concerns and questions early, before they become problems.

Formal parent-teacher conferences are scheduled twice a year, once in October and again in February.

Speaking with the Principal

Parents or community members who have concerns or suggestions can call, write a note, or send an email to the principal, who is committed to providing a timely response. In addition, Mrs. Smith has an open door policy. If you are in the building and would like to meet with her, speak with the school secretary to see if she is available or schedule an appointment.

STUDENT PROGRESS AND REPORT CARDS

Report cards are sent home at the end of each term, four times per year. Midterms are also sent out four times per year. Parents may access grades at any time on ASPIRE, the online student information system. Teachers are required to update ASPIRE gradebooks at least every other week; grades online should reflect current student progress.

ASPIRE STUDENT INFORMATION SYSTEM

Parent Student Information Systems (SIS) Access

Check student grades, attendance, lunch balance, and even update contact information using Aspire.

To Access Aspire

- Go to www.murrayschools.org
- Click on Aspire/SIS Grades & Attendance (top right corner)
- Enter Username (this is the same as your student's lunch number)
- Enter Password
- To change password, select the "Application" menu then "Change Password"



Create a User Account

- Parents can create a login of their own, separate from the student login.
- Click on the link "request a username" at the bottom right of SIS login screen
- Provide information regarding a child.
- CONFIRM STUDENT - the parent must verify they have chosen the correct student and check the box that they are authorized to access the student records. All students that are synchronized in SIS will be linked together for the parent to view when they login.
- CHOOSE CONTACT - the parent should see their name listed here, as well as other contacts that have been entered in SIS. If a parent's name doesn't show up here, they are not listed in SIS as a contact and should contact the school.
- CHOOSE A USERNAME AND PASSWORD - this can be anything the parent likes, as long as it fits the criteria.
- EXISTING ACCOUNTS - the parent will see who else has an account for their student. It may be a counselor, a coach, another parent, etc.

Passwords

- Can be changed after the first login and must be at least 8 characters with at least one character being a number.
- All passwords are case-sensitive.

Daily Schedules

SCHOOL HOURS

To minimize class interruptions, please make sure your student(s) arrive on time each day and that arrangements are made for students to leave immediately after dismissal.

Student arrival should be at 8:35 AM for breakfast or just prior to the first bell at 8:55 AM.

Safe Arrival

Supervision is not available before or after school. For the safety of your student, please have them arrive at the appropriate time and encourage them to leave immediately after school. Students should walk only on sidewalks and cross streets only at designated crosswalks. For more information about Safe Arrival, please refer to the Safe Student Arrival and Dismissal in this handbook.

LUNCH SCHEDULE

Teacher	Grade	Lunch Pick-up	Recess Dismissal	Instructional Time
Meier	5	11:15	11:35	11:55
Millar		11:18	11:38	11:58
Stott		11:21	11:41	12:01
Macchiarola	2	11:24	11:44	12:04
Anderson		11:27	11:47	12:07
Lund		11:30	11:50	12:10
Erger	4	11:33	11:53	12:13
Olson		11:36	11:56	12:16
Quinonez		11:39	11:59	12:19
Biel		11:42	12:02	12:22
England	3	11:45	12:05	12:25
Smith		11:48	12:08	12:28
Torr		11:51	12:11	12:31
McFatter		11:54	12:14	12:34
Peterson	K	11:57	12:17	12:37
Jones		12:00	12:20	12:40
Soto	1	12:03	12:23	12:43
Beck		12:06	12:26	12:46
Hohne		12:09	12:29	12:49
Evans		12:12	12:32	12:52
Nesi		12:15	12:35	12:55
Pereira	6	12:18	12:38	12:58
VanOrden		12:21	12:41	1:01

Nutrition and Health

Parkside promotes healthy lifestyles through physical education, good nutrition, and health education. We encourage children to eat a good breakfast and lunch that includes a protein, grain, milk, and fruit, and to engage in activities at school that provide movement and exercise.

School Lunch and Breakfast Program

Students may bring their own lunch from home, or choose one of multiple menu options at school. Menus will be sent home with students each month.

Breakfast is served each morning from 8:35-8:50.

This is an excellent option for families, and ensures children are well fed and ready for the day.

Grades 1-6 and All Day K	8:55-3:30
AM Kindergarten	8:55-11:50
PM Kindergarten	12:45-3:30
Front Office	8:35-4:00
Breakfast	8:35-8:50

Elementary Student Meal Pricing		
<i>*Pricing subject to change</i>		
Meal Type	Breakfast	Lunch
Paid Meal	\$ 1.10	\$ 1.70
Reduced Price	\$.30	\$.40
Adults	\$ 2.00	\$ 3.50
Visiting Children	\$ 1.75	\$ 3.00
Milk	\$.40	\$.40

Student Lunch Balances

Students will be informed as they approach a negative balance and asked to bring money for their account. At a negative balance, an automated call will go out every Tuesday and a will be given to the student to take home to parents. Once account reaches a negative \$6.00, the school secretary will call student to office and kitchen lead will help student call parents to inform them of balance status and request payment or a lunch be brought to school. If balance remains at a negative \$6.00 a deficit meal will be provided consisting of the following: breakfast – graham cracker and white milk \$.35, lunch – peanut butter and jelly sandwich and white milk \$.75. If an account is approaching a negative \$9.00, the principal will be informed to assist in contacting parents. At a negative \$9.00 all meal service will be suspended until account becomes current. Meals will never be taken directly from students.

FREE AND REDUCED MEAL BENEFIT INFORMATION

Meal benefit applications must be completed every year that your child is attending our school district and needs free and reduced meal benefits.

Only one application needs to be filled out per family.

Students who received benefits the prior school year are given carry over benefits for the first 30 days of school to avoid a lapse in benefits. These benefits are temporary and must be reapplied for each year.

Approval for benefits is not immediate. Meal benefit applications are processed in the order they were received and may take up to 10 days to process at the beginning of the school year. Parents should wait for a letter by mail to confirm that the application has been processed. Parents are responsible to send a meal from home or pay full price for meals until the application process is complete.

Students transferring from another district with pre-existing benefits need to fill out another application. School districts do not have the capability to share this confidential information.

INCOME ELIGIBILITY GUIDELINES											
		Effective from July 1, 2016					to June 30, 2017				
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	11,850	21,978	1,832	916	846	423	15,444	1,267	644	594	297
2	16,020	29,637	2,470	1,235	1,140	570	20,826	1,736	868	801	401
3	20,160	37,296	3,108	1,554	1,435	718	26,208	2,184	1,092	1,008	504
4	24,300	44,955	3,747	1,874	1,730	865	31,590	2,633	1,317	1,215	608
5	28,440	52,614	4,385	2,193	2,024	1,012	36,972	3,081	1,541	1,422	711
6	32,580	60,273	5,023	2,512	2,319	1,160	42,354	3,530	1,765	1,629	815
7	36,730	67,951	5,663	2,832	2,614	1,307	47,749	3,980	1,990	1,837	919
8	40,890	75,647	6,304	3,152	2,910	1,455	53,157	4,430	2,215	2,045	1,023
For each add'l family member, add	4,180	7,696	642	321	296	148	5,408	451	226	208	104

PAYSCHOOLS – STUDENT MEAL PAYMENT

Pay for School Lunch & Breakfast Online With PaySchools!

Please follow the instructions below to start paying for your student’s lunches online

1. Access the online payment processing system as follows: go to www.parksideelementary.org and click on PaySchools
2. Select “Pay for Lunch Online” from the drop menu and then select “Murray School District School Meals”
3. Continue the transaction process until a summary of your order is provided with a choice of how you would like to pay.
4. After payment is received you will receive an email confirmation.

Additional Information

- There is a 1 day processing delay.
- There is a \$1.50 user fee per transaction.

Birthday and Party Snacks

Candy, cookies, cupcakes, and other treats are welcome only for celebrating special occasions. All food items must be store bought or prepared by a professional who has a current Food Handler’s Permit.

Please let your teacher know beforehand if you are planning to bring in a special treat. They will be able to notify you of food allergies to take into consideration.

Attendance and Tardiness

Murray City School District Board Policy PS 401

Regular attendance at school increases the opportunities for students to benefit from their educational programs. Utah Compulsory Attendance Law directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process.

Special circumstances specified in the law allow the Board to grant parental requests for a child to permanently withdraw from school and therefore not graduate. This request must be made through the school principal and the Director of Student Services.

DAILY ATTENDANCE

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever.

Absences may be **excused** for illness, medical appointments, family emergencies, death of a family member or close friend (Utah State Board of Education Rule R277-607-1). Other reasons for an excused absence must be pre-excused by the school principal.

All other absences will be marked as **unexcused** and will impact student citizenship grades.

We recommend that medical and dental appointments are made prior to or after school. However, we recognize that some circumstances do not make this possible.

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...

 ELEMENTARY STUDENTS read well by the end of third grade	 MIDDLE SCHOOLERS pass important courses	 HIGH SCHOOLERS stay on track for graduation	 COLLEGE STUDENTS earn their degrees	 WORKERS succeed in their jobs
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Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.


Advancing Student Success By Reducing Chronic Absence
www.attendanceworks.org

EXCESSIVE ABSENCES

Excessive absence from school is defined as five or more unexcused absences and seven or more excused absences. Absences do not need to be consecutive for them to be deemed excessive.

Following **5 unexcused absences** parents will be notified by the school to discuss the importance of attendance and to provide support to increase student attendance. A **Compulsory Education Violation Notification** will also be mailed to the home.

Following **7 excused absences** parents will receive **Notice Requiring a Medical Doctor's Note to Excuse School Absence**.

Following **10 unexcused absences** parents will work with school personnel and the student to develop and intervention plan to increase student attendance. The second **Compulsory Education Violation Notification** will also be mailed to the home.

Following **15 unexcused absences** parents will receive a **Compulsory Education Pre-Court Violation Notification**. The student and parents shall be required to attend the pre-court hearing date and time noted on the violation notification letter.

If interventions and support do not improve student attendance parents will receive a final **Compulsory Education Habitual Absenteeism Violation Notification** notifying parents that their student is habitually truant and they are being referred to the District Attorney's Office.

Call-In Procedures for Absences

Parents are requested to call the school by 9:15 AM on each day a student is absent from school.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

Tardiness

Promptness is crucial to a smooth start of each school day. When students are tardy it is not only disruptive to that student but also to the teachers' instruction and the other students' learning time. It can also be discouraging to the student who arrives late. They are behind in instruction and need to make up for lost time. In addition, **unexcused tardiness** will impact student citizenship grades and result in additional consequences at school.

Tardiness may only be excused in the office by parent or medical note with a valid excuse. Sleeping in late, couldn't get the child to leave for school, etc. are not valid excuses for tardiness.

Checking Out of School

Students leaving prior to the end of the school day must be signed out at the office by an authorized individual. Students may only be checked out to parents and emergency contacts. Siblings, unless listed as an emergency contact, will not be permitted to check out students.

Once the student is signed out, the office will call the student to the office.

Student Health

ILLNESS

Please follow these guidelines if your child is ill:

- Take time to notify the school if they will be absent due to illness.
- Before sending your child to school, be sure that s/he is well enough to be in school.
- Do not assume your child will get better at school.
- Understand that we have no provisions to care for sick children.
- Understand that our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside. Only a physician or health care provider can request a temporary "staying in" from recess, unless it is mandated in the student's Health Care Plan.

Illness at School

If a child becomes ill at school, every effort will be made to contact the parents who should be available to check the child out at the office and take her/him home. It is very distressing for school personnel and the sick child, when the school is not able to contact a person responsible for the child. Please notify the office of any updated emergency numbers.

CHRONIC OR SERIOUS CONDITIONS

Diabetes, epilepsy, asthma, life threatening allergies to food or other substances (anaphylaxis), and other serious medical conditions must be brought to the attention of the school nurse and other school personnel immediately and noted on the registration card. This information is important for the safety of your child, and may require a School Health Care Plan.

Infections and Illnesses

If you suspect your child has any of the symptoms listed below, please do not send him/her to school. We urge you to seek medical attention for diagnosis and treatment as needed.

- Fever of 100 degrees or above
- Abdominal pain
- Diarrhea or frequent, loose, watery stools
- Acute colds
- Runny nose (non-allergenic)
- Swollen glands around jaws, ears or neck
- Suspected impetigo
- Yellow, green or odorous pus in blister
- Nausea or vomiting
- Unusual drowsiness or tiredness
- Sore throat
- Persistent cough
- Red, inflamed, discharging eyes (non-allergenic)
- Suspected head or body live lice (not nits)
- Bed bug or other insect bites
- Skin rash of unknown origin
- Any draining skin sore

Please contact the school and keep your child at home as directed by the physician if your student has been diagnosed with any of the following acute illness:

- Infectious mononucleosis
- Strep infection
- Scabies
- Pink eye
- Ringworm
- Whooping cough
- Mumps
- Measles
- Chicken Pox

Note: Children who have chicken pox may not return to school until all the sores are healed.

Accidents and Injuries

On your student's registration card, please indicate the names, addresses and phone numbers of individuals who should be contacted in an emergency. Update this information promptly if it changes. Students and parents may expect that these procedures will be followed in the event of an accident at school:

- The student should report to the teacher her/his injury and what happened.
- If minor medical attention is needed, the teacher will bring the student to the office.
- In a more serious situation, the parents will be called immediately.
- School personnel cannot take a child to a health care provider unless it is an absolute emergency.
- We do not diagnose ailments or administer any medications in connection with an accident.

MEDICATION

Utah law (53A-11-01) requires that schools can only administer prescription and non-prescription medications under the following guidelines:

- The student's parent or legal guardian provides a current written and signed request that medication be administered to the student during regular school hours, and
- The request for Giving Medication at School form be filled out and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.

The parent request and prescriber's statement must be resubmitted at the beginning of each school year and as medication is prescribed or changed. If you have any questions or concerns, please contact the main office.

Medical Forms

The following forms may be accessed on the Murray School District website under Health Services.

- [Asthma Self-Administration Form](#)
- [Emergency Action Plan Form](#)
- [Medication Authorization Form](#)

Emergency Preparedness

EMERGENCY CONTACTS AND CONTACT INFORMATION

It is very important that teachers and staff have your current home, cell, and/or work phone numbers and at least two alternative emergency phone numbers of family, friends or neighbors who will take responsibility for your child if we cannot reach you.

Students will only be released to parents and emergency contacts. Please update information including phone numbers and address as they change. In the event of an emergency, updated information is critical.

EMERGENCY PROCEDURES

Parkside Elementary and Murray City School District has developed a comprehensive Emergency Plan that outlines procedures for handling emergency situations should they arise. If you are interested in additional information regarding emergency plans, please contact the school principal.

SEVERE WEATHER – SCHOOL CLOSURE

In the event of inclement/severe weather, the decision to close school will be announced through radio and television. The district calling system will also begin notifying families as soon as possible.

Recess "in-days" will be determined by the school principal or designee based on weather conditions and air quality.

Student dress should always reflect the weather conditions. If appropriate attire cannot be attained by the family, please speak with the school principal or social worker for help. Students not dressed for the weather conditions may not be allowed to go outside for recess or other outdoor activities.

Student Conduct

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

School-wide Positive Behavior Interventions and Supports (SWPBIS) is an approach to teaching and supporting positive behaviors. This school-wide approach focuses on building a safe and positive environment in which ALL students can learn.

Often school discipline focuses mainly on reacting to specific student misbehavior by using punishment based strategies. Introducing, modeling, and reinforcing positive social behavior have been found to be more effective than punishment based discipline plans.

The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. School-wide systems of support include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Research and evidence has found teaching behavioral expectations and rewarding students for following them is appositive approach and much more effective than waiting for misbehavior to occur before responding.



The following procedures and expectations have been set school-wide for all students to follow.

Schoolwide Behavior Expectations

	In all Settings	In the Cafeteria	In the Hallway	In the Restroom	On the Playground	In an Assembly	In the Library	In the Computer Lab	In the Office
P repared to Learn	Be on time	Sit at your class table	Single File	Wash hands completely and leave	Line up when the signal is given	Enter single file	Check books in and out during the correct timeframe	Enter single file Sit in assigned seat	Have your office pass
A ct Kindly and Respectfully	Assist and encourage others Use appropriate language	Eat your own food Everyone's welcome	Stay in your personal space	Keep free from graffiti and mess Respect privacy	Include others and use kind language	Participate in assembly appropriately	Participate appropriately	Respect privacy	Wait your turn
<i>Voice</i>		Speaker	Silent	Whisper	Announcer	Silent	Whisper	Silent	Speaker
W ork Responsibly	Follow adult directions	Clean up any mess you make and return to your same seat	Walk with a purpose	Use toilet and urinal correctly and in a timely manner	Report to an adult if you see an unsafe choice	Be good listeners Sit correctly	Treat books carefully	Stay on assigned task Treat technology carefully	Accomplish task and move on
S afe Place	Use hands, feet, objects, and words appropriately	Wait to be excused for recess	Same tile Two tiles	Keep your feet on the floor	Stay within the boundaries	Exit single file	Push in chairs	Push in chairs	Go directly back to class

Student Suspension

Suspension is a traditional consequence for misbehavior and students may be suspended from school due to ongoing or severely inappropriate behaviors. However, compared to alternate strategies for minimizing and preventing future misbehavior suspension, in many instances, is not the most effective strategy. At Parkside Elementary, we used a variety of consequences to address misbehavior. Consequences are determined by first gathering as much information about the student and the behavior incident. To select the appropriate consequence, the goal is to provide a fair structure specific to the student with the greatest likelihood for preventing future occurrences. Student consequences are not a punitive act or retribution.

When gathering information, we often seek input from the parents and hope to work in partnership to support all students involved. A difficult challenge yet important challenge in this process is maintaining student privacy. School faculty and staff will only discuss matters of the incident specific to your child.

Three considerations taken into account when determining if suspension is appropriate:

- What response is most likely to change the student's behavior?
- What response will best communicate to the student and family the seriousness of the behavior?
- What response will help other students at school feel safe?

SAFE AND ORDERLY SCHOOLS

[MURRAY CITY SCHOOL DISTRICT BOARD POLICY PS 416](#)

This policy is enacted to create a safe and orderly school for students, staff and patrons at school and school sponsored activities. This policy provides guidance for the appropriate handling of any situation that: (1) could place students, staff, or patrons, at risk of harm or in imminent danger and (2) will foster a positive, orderly learning environment. Student acts of disobedience, defiance, violence or criminal behavior such as: physical assault; possession, display, or use of a weapon or facsimile; threats against life or property; gang activity that places any person at risk or harm or in imminent danger; distribution, possession, or use of controlled substances; or any other act that creates a hostile environment or requires a law enforcement investigation are prohibited in all Murray City School District schools.

BULLYING, CYBERBULLYING, HARASSMENT, HAZING, AND RETALIATION

[MURRAY CITY SCHOOL DISTRICT BOARD POLICY PS 418](#)

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by Murray School District and its schools. Murray School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Murray School District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in Murray School District.

Bicycle, Scooter, and Skateboard Safety

Student may ride bikes, scooters, and skateboards to school; however, the school is not responsible for lost or stolen items. Students should dismount and walk once on school grounds.

A fenced bike rack is provided for students and will be locked during school hours. It is also strongly encouraged that students lock their personal items to the rack.

Cell Phones and Other Valuable Property

Possession of a cell phone is a privilege that may be forfeited by any student that uses the phone inappropriately. The school and District will not be responsible for preventing theft, loss of or damage to cell phones brought to school. Cell phones may not be used during classroom time, instructional activities or field trips. Phones must remain off during these times and stored in a backpack. In addition, if the phone becomes a distraction it will be taken away for the day (like all items causing distractions) and given back to the student at the end of the day.

If parents permit their student to bring their cellular phone to school the following procedures must be followed.

- Phones must be off or on silent during the school day.
- Phones may only be used before and after school outside the building.

Electronic Devices

Electronic devices are prohibited at school. Students and parents must assume the risk if a student brings an electronic device to school. The school will not be responsible for lost or stolen electronic device. Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. Students violating these guidelines will be disciplined.

Lost and Found

Label all items with student name and grade to prevent the loss of items. Items without a label will be placed in the lost and found bin located near the multipurpose room. Small and valuable items lost will be placed in the front office to be claimed by the owner.

STUDENT DRESS AND GROOMING - MURRAY CITY SCHOOL DISTRICT BOARD POLICY PS 426

Dress should never interfere with the learning environment of a school, be overly distracting, suggestive, revealing, or prove hazardous to the student's safety or the safety of others and should be age appropriate. The following is the Student Dress Code for the Murray City School District:

1. Clothing will not denigrate others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.
2. Clothing, jewelry, accessories, or mode of appearance that denotes affiliation in any gang or violent group is prohibited.
3. Clothing, jewelry, or accessories that advertise or advocate drugs, alcohol, or tobacco/nicotine are prohibited. Clothing, jewelry or accessories that pose a risk to self or others are not allowed.
4. Clothing with obscene or suggestive images and/or messages is prohibited.
5. Clothing shall cover undergarments, midriff, back, shoulders and cleavage at all times. Any cuts/holes in clothing may not expose these or other revealing areas. Pants sagging below the hips are prohibited. Sleeveless garments may be worn but must extend to the end of the shoulders and fit closely under the arms.
6. Short shorts, short skirts, and short dresses are prohibited. When seated, the length of shorts, skirt, or dress must be closer to the knee than the hip.
7. Any clothing item that obscures the identification of a student or poses a hazard is prohibited. While clothing such as hoodies, shirts/sweatshirts or coats may be worn, the hood portion may not be pulled up over or worn on the head in the building.
8. Hats, visors, and bandanas shall not be worn in the building except for medical or religious purposes.
9. Shoes must be worn during school at all times. Due to various daily physical activities, flip flops, bedroom slippers, or any footwear that may cause injury are prohibited in elementary schools.

Consequences for Violating the Dress Code

When dress becomes disruptive to the educational process, appropriate action will be taken. A student may be counseled, asked to remove an article of clothing, change into suitable attire, or return home to change (with parental approval). Repeat offenders will be subject to a parent conference and/or suspension.

Safe Student Arrival and Dismissal

MURRAY SCHOOL DISTRICT BUS SAFETY POLICY

Students must conform to established rules of behavior and regulations governing students on buses. Failure to follow the bus driver’s directions or instructions could result in the loss of the privilege to ride the bus to and from school. In order to transport students in a safe manner the State of Utah and Murray School District have developed rules for riding school buses in the district. Please take time to review the [Bus Safety Policy](#) with your children before the first day of school so all students may ride safely.

Bus Routes

Pick-up times are subject to change.

Students living farther than 1.5 miles from the school are eligible for transportation services. To apply for transportation services complete a [bus application](#). [Bus applications](#) and the [Bus Safety Policy](#) can also be found on the Murray School District website under Maintenance & Busing.

Route 225 to Parkside Elementary (Bus 20) – Driver Mr. Dan Romney			
AM Stops		PM Stops	
8:17	4930 S. 17 E. - Lost Creek Apts./Vine St.	3:30	School Dismissal
8:18	4883 Poplar (61 W.)	3:37	Leave School – follow AM route in reverse order
8:20	4720 S. 10 W. - Regal Street Apts.		
8:22	4567 S. Box Elder (35 W.)		
8:25	4250 S. Main St. (10 W.) – Gilbride Stop		
8:30	4600 S. 200 E.		
8:33	4972 S. 750 E. - Three Fountains		
8:35	5180 S. 900 E. - By UEA sign		

Route 224 to Parkside Elementary (Bus 15) – Driver Ms. Kim de Hertoghe			
AM Stops		PM Stops	
8:18	4400 S. 200 E. - Fairbourne Apts.	3:30	School Dismissal
8:23	700 E. 4578 S. - Murray Cove Apts.	3:37	Leave School – follow AM route in reverse order
8:25	700 E. 4700 S. - Mt.Vernon Apts.		
8:29	550 E. Spruce Glen (4750 S)		
8:32	4800 S. Lincoln (622 E)		
8:34	4800 S. Pinehill (820 E) - Miller Estates		

Route 208 to Parkside Elementary (Bus 7) – Driver Jim Dumas			
AM Stops		PM Stops	
8:15	4450 S Brick Oven Way - Brickgate Stop	3:30	School Dismissal
		3:37	Leave School – follow AM route in reverse order

Route 208 to Parkside Elementary (Bus 4) – Driver Jerome Beesley			
AM Stops		PM Stops	
8:13	4295 S. Fireclay Ave. - Lionsgate Stop	3:30	School Dismissal
		3:37	Leave School – follow AM route in reverse order

Bus Routes

Route 322 Parkside Elementary Kindergarten			
AM Stops		PM Stops	
11:45	Leave Parkside	3:30	School Dismissal
11:51	Murray Cove (4578 S. 700 E.)	3:37	Leave School – follow AM route in reverse order
11:52	Mt. Vernon (4700 S. 700 E.)		
11:54	Miller Estates (835 E. 4800 S.)		
11:57	4750 S. 550 E. (Spruce Glen Cir.)		
11:59	Three Fountains (750 Three Fountain Dr.)		
12:02	785 Arrowhead Ln.		
12:04	Ponderosa Pines (5230 S. 700 E.)		
12:13	Lost Creek Apts. (45 West Vine.) SW Entrance on Vine St.		
12:15	Regal St. Apts. (4 East Regal)		
12:17	4567 S. Box Elder (35 W.)		
12:19	Brick Gate Apts. (4450 S. & Brick Oven Way)		
12:21	Lions Gate Apts. (150 W Fireclay Ave.)		
12:23	Birkhill Apts. (Main St. & Gilbride-4255 S.)		
12:28	200 E. 4600 S.		
12:30	Lot behind Chinese Gourmet		
12:41	Return to Parkside		

DAY CARES THAT PICK UP AND DROP OFF AT PARKSIDE ELEMENTARY

Aunt Loretta’s Day Care	801-262-8136
Learning Tree Schools	801-266-3590
Murray Boys and Girls Club	801-284-4254
Small Fri Academy (kindergarten students only)	801-266-0177
St. John’s Community Child Development Center	801-266-3386

Parking Lot Procedures

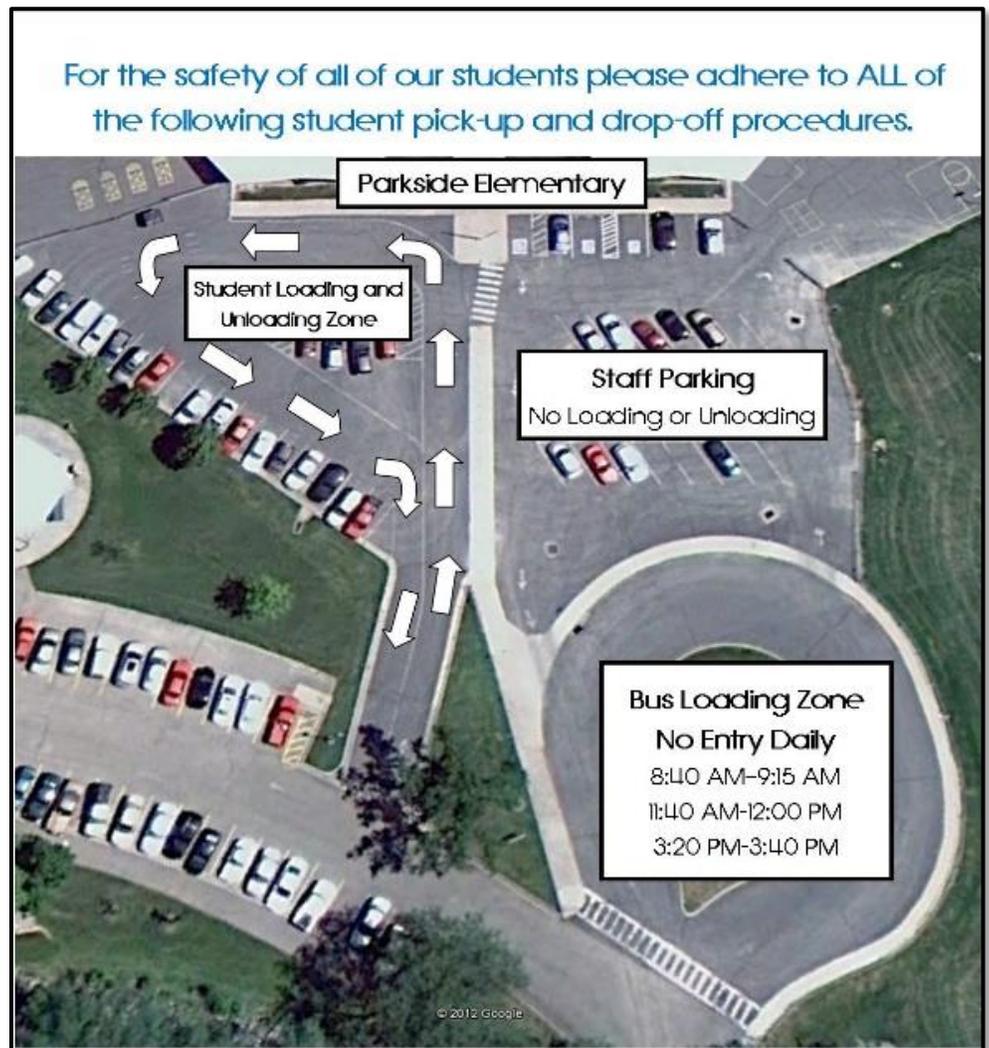
PARKING SAFETY

Adults are setting lifelong examples for the children at Parkside Elementary. Sometimes we tend to take risks that could endanger our kids, especially if we are running behind schedule. Because so many of our students are dropped off in the morning, please allow for plenty of time to wait patiently in the drop off lane until your vehicle is safely stopped in the drop off zone. For the safety and wellbeing of all students, families and students are to adhere to the Parkside Elementary Parking Lot and Loading/Unloading Procedures located in the back of the handbook.

LOADING AND UNLOADING

Parkside has a variety of transportation needs. Students arrive and leave school using multiple walking routes, buses, and private transportation. To ensure the safety of ALL students we ask that you adhere to the following pick-up and drop-off procedures:

- Drop off and pick up students only in the designated lot.
- Use the **Student Loading and Unloading Zone** only as a pick-up and drop-off location. Cars in this area should never be left unattended.
- Avoid entering or exiting the **Bus Loading Zone** during high traffic times of the day (see listed times).
- Drive **SLOWLY** and always watch for children.

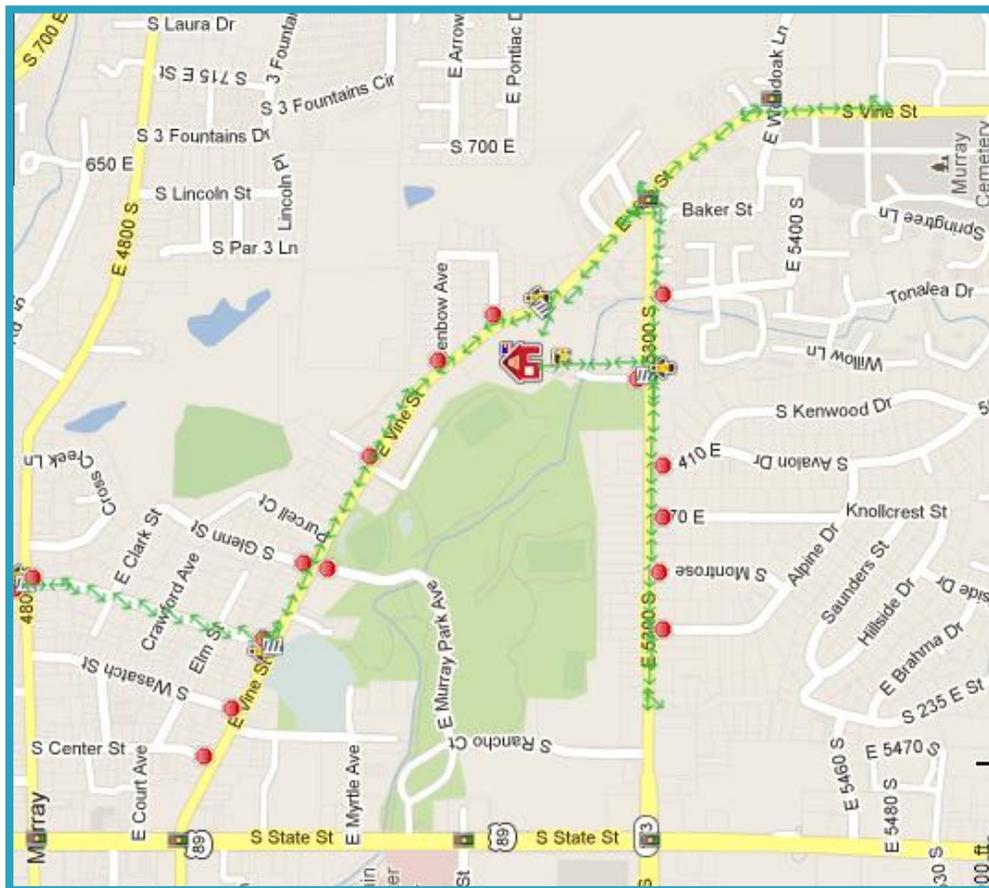


SAFE WALKING ROUTES AND MAP

- The school map (below) identifies the safest general routes. The map may also be viewed online at www.snapforschools.com/Map_view.aspx?EntityID=1196
- Students should use sidewalks whenever they are available. If there are no sidewalks, students need to walk in a safe manner, facing oncoming traffic, as close to the edge of the road as possible.
- Students entering the school from the south are to use the sidewalk.
- Students living north of 4800 S. are to cross with the help of the crossing guard at 4800 S. Atwood Blvd.
- Students living between Vine St. and 4800 S. are to cross with the help of the crossing guard at Vine St. and Atwood Blvd.
- Students walking from the south or the east are to cross using the crosswalks at 5300 S. 495 E. or 500 E. Vine St.
- Parents are encouraged to walk with their children for the first days of school to be sure that the selected route best meets their child's needs.
- It is the recommendation of the Community Council that students who walk to the Murray Boys and Girls Club after school, walk down Vine St. to Jones Ct. and then to the Boys and Girls Club. This recommendation was made because students walking through the arboretum area of Murray Park pass multiple secluded areas.

Crossing Guard Locations

5300 S. 495 E.	8:30-9:05 AM	3:25-4:00 PM	Morning Kindergarten Locations
Vine St. & Atwood Blvd.	8:25-9:00 AM	3:30-4:05 PM	5300 S. 495 E. 11:50 AM-12:05 PM
500 E. Vine St.	8:30-9:05 AM	3:25-4:00 PM	500 E. Vine St. 11:50 AM-12:05 PM
4800 S. Atwood Blvd.	8:20-8:55 AM	3:35-4:10 PM	



Be Involved at Parkside

Parents/guardians are encouraged to become involved at Parkside. It is through the efforts of parents/guardians that the educational program at Parkside is greatly enriched.

VISITORS AND VOLUNTEERS

Visitors and volunteers can make positive contributions to the school and classroom and often enhance the learning experience for students. We welcome visitors and volunteers however; to ensure a positive experience for parents, students, and teachers we ask that you adhere to the following guidelines:

- To maintain to the safety of the students and staff ALL visitors and volunteers must sign in at the office prior to visiting anyone at the school. Visitors and volunteers will be given an ID badge that must be worn while in the building.
- Make an appointment to visit with teachers during non-instructional times if a conference with them is needed.
- Plan with the teacher best times for volunteer help so they can plan how to best utilize the valuable volunteer time.
- When volunteering in the classroom, avoid bringing items or small children that may be a distraction to the learning environment.

Room Representative

Each class needs a room representative. Please talk to your child's teacher or a PTA representative if you are interested. It is a great way to get to know the community, your child's teacher, and to be involved with your child's education. As a room representative, you will coordinate help from other parents in your child's classroom.

PARKSIDE PTA

All parents, guardians, and grandparents are encouraged to join the Parkside PTA. Your membership pledge isn't a commitment to serve on the PTA Board, work on a committee, or even volunteer in the classroom. It's a commitment to effective partnership in your child's education.

SCHOOL COMMUNITY COUNCIL

The School Community Council consists of elected parents/guardians of students who attend the school, elected school employees, and the school principal. All parents/guardians of students attending Parkside are encouraged to participate. The council meets to discuss school policies, student achievement, School Improvement Plan, and Lands Trust Plan. If you would like to participate please contact the main office.

Free and Easy Fundraisers

Did you know there are several free and easy ways to support our school? Below are current PTA sponsored community fundraisers to support our students and teachers.



Box Tops for Education

Parkside earns 10¢ for every Box Top for Education that you bring in. Help our school by sending Box Tops in with your student. Don't forget to recruit your family and friends too

Here's how Box Tops works:



1 Find Box Tops on **hundreds** of products.



2 Clip Box Tops from each package.



3 Send the Box Tops to your school.



4 Box Tops are each worth 10¢ for your school.

Labels for Education



LabelsForEducation.com

By collecting UPCs and beverage/sauce caps from our many participating products and supplementing your earnings with our bonus offers, your school earns points that can be redeemed for Arts, Athletics, and Academics merchandise. Explore our online catalog to see what your school can earn!

Fresh Market School Cents



Signing up and linking a Fresh Market PLUS account is easy and can be done at checkout or the customer service booth. Every time you shop, one percent of your total will go to the school. If you previously linked your PLUS Rewards account to your school of choice, your account will remain linked.

New Supporters

If you are a new School Cents supporter, visit your local store to sign up for a PLUS Rewards account.

Smith's Community Rewards



It's easy... Enroll online, shop at Smith's using your rewards card and earn!

Smith's Community Rewards® makes fundraising easy... simply by using your Smith's reward card! There is no cost to enroll, and enrollment will not affect your fuel points or coupon discounts. Go to SmithsCommunityRewards.com to enroll.



Take Charge of Education®



Target Take Charge of Education

Visit Target.com/tcoe or call 1-800-316-6142 to designate our school, then use your REDcard whenever you shop. When you use your REDcard® (Target Credit Card®, Target Debit Card® or Target® Visa® Credit Card), Target® will donate up to 1% of your purchases to the eligible K-12 school of your choice.*

School Calendar

AUGUST

- 10-13** Kindergarten Assessment
- 18** Back to School Night (5:00PM-6:00PM)
- 22** First Day of School
- 26** Family Movie Night
- 31** Community Council Meeting (8:00 AM)

SEPTEMBER

- 5** NO SCHOOL - Labor Day
- 7** Room Parent Planning Mtg. (3:45 PM)
- 14** Community Council Meeting (8:00 AM)
- 16** NO SCHOOL - Teacher Work Day
- 19** School Carnival (5:00PM-8:00PM)
- 23** School Picture Day
- 23** Vision Screening

OCTOBER

- 5-6** Parent Teacher Conferences
- 7** NO SCHOOL - Comp Day
- 17-19** Red Ribbon Week
- 20-21** NO SCHOOL - Fall Recess
- 19** Community Council Meeting (8:00 AM)
- 26** Picture Retake Day
- 26** Reflections Due
- 28** Halloween Parade (9:30 AM)
- 28** Early Dismissal (1:00 PM) - End of Term 1

NOVEMBER

- 16** Community Council Meeting (8:00 AM)
- 23-25** NO SCHOOL -Thanksgiving Break

DECEMBER

- 7** Community Council Meeting (8:00 AM)
- 20** Science Fair (tentative)
- 22-30** NO SCHOOL -Winter Break

JANUARY

- 2** NO SCHOOL - Winter Break
- 6** School Spelling Bee
- 11** Community Council Meeting (8:00 AM)
- 13** Early Dismissal (1:00 PM) - End of Term 2
- 16** NO SCHOOL - MLK Jr. Day

FEBRUARY

- 1** Community Council Meeting (8:00 AM)
- 3** SMART Awards Assembly
- 15-16** Parent Teacher Conferences
- 17** NO SCHOOL - Comp Day
- 20** NO SCHOOL - President's Day
- 24** Spring Picture Day

MARCH

- 1** Community Council Meeting (8:00 AM)
- 17** Early Dismissal (1:00 PM) - End of Term 3
- 24** Family Bingo Night (6:30PM)
- 28-31** NO SCHOOL - Spring Break

APRIL

- 3-7** NO SCHOOL - Spring Break
- 19** Community Council Meeting (8:00 AM)
- 27** Kindergarten Orientation (4:30PM)

MAY

- 3** Community Council Meeting (8:00 AM)
- 19** Family Movie Night (dusk)
- 24** Author's Fair (6:00PM-7:00PM)
- 29** NO SCHOOL - Memorial Day
- 30** 6th Grade vs. Faculty Kickball Game

JUNE

- 31** SMART Awards Assembly
- 1** Field Day
- 1** Last Day of School - End of Term 4