

NEOLA ELEMENTARY
PARENT & STUDENT
HANDBOOK
2020-2021





Neola Elementary School Parent/Student Handbook 2020-2021

Principal's Message

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Neola Elementary School. The faculty and staff join me in saying we're happy to have you as part of the Neola family. We hope this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Neola Elementary School parents are our partners in the important job of educating the children of this community. We welcome your participation and support this school year and solicit your membership in the PTO and our School Community Council. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Sincerely,

Mrs. Kendra Embleton
Principal

NEOLA ELEMENTARY SCHOOL
8709 N ST RD 121
PO BOX 220
NEOLA, UTAH 84053
OFFICE PHONE: 435-725-4715

Mission Statement: To provide a challenging academic curriculum in a safe and nurturing environment where all individuals can reach their full potential as they learn to become responsible citizens.

Motto: Courteous, Attentive, Trustworthy, Strive to Succeed

Our Pledge: As a Neola Wildcat

I will be Courteous: I will treat others with respect and kindness
I will be Attentive: I will focus on my learning and act in a safe way
I will be Trustworthy: others can rely on me, and I am always honest
I always Strive to Succeed: I will try, knowing it takes work but I can do it.

School Mascot: Wildcats

School Colors: Blue and White

Students may wear school colors and/or school shirts on Fridays to show school spirit.

Monday notes will be coming home every Monday, please check with your child. Also, Monday notes are posted, on the Neola Elementary Facebook page.

NEOLA STAFF 2020-2021

Teachers

Ashley Quick	Kindergarten
Annabelle Rutledge	First Grade
Jessica Boren	Second Grade
Krystal Stradinger	Second Grade
Elizabeth Evans	Third Grade
Melanie Thompson	Third Grade
Anne Cassens	Fourth Grade
Brenda Parry	Fifth Grade
Ashly Haslem	Fifth Grade
Melissa Wilkerson	Sp. Ed. Teacher

Specialists

Dixie Warren	Librarian/Title I Specialist
JaLynn Houston	Sp. Ed./PE Specialist
Nicole Cornaby	Music Specialist
Julie Harding	Computer Specialist
Emily Daniels	Classroom Specialist
Carla McGee	Art Specialist
Martina Larsen	Speech/Hearing
Rachel Giles	Student Success Coach
Vanessa Boren	Reading Specialist

Administration

Kendra Embleton Principal

Secretarial Staff

Jackie Davenport Secretary

Custodial

Brent McKee Head Custodian

Food Services

Linda Horrocks	Manager
Crystal Brown	Cook

NEOLA ELEMENTARY SCHOOL
2020-2021

BELL SCHEDULE

MONDAY-THURSDAY

FRIDAY SCHEDULE

7:40 Warning Bell
7:45 School Starts
9:15 RECESS Begins
9:30 RECESS Ends
11:00-11:10 1- 2 Lunch Recess
11:10-11:30 1-2 LUNCH
11:10-11:20 3-5 Lunch Recess
11:20-11:40 3-5 LUNCH
1:15 – RECESS Begins
1:30 – RECESS Ends
2:20 – Clean Up
2:25 – School Ends

7:40 Warning Bell
7:45 School Starts
9:15 RECESS Begins
9:30 RECESS Ends
**No Lunch Recess
11:00-11:20 1-2 LUNCH
11:10-11:30 3-5 LUNCH
12:20 – Clean Up
12:25 – School Ends

KINDERGARTEN
MONDAY – THURSDAY
SCHEDULE
7:40 – 10:45 AM
11:20 – 2:25 PM

KINDERGARTEN
FRIDAY
SCHEDULE
7:40 – 10:00 AM
10:20 – 12:25 PM

AM KINDERGARTEN may eat breakfast Monday-Friday. Breakfast begins at 7:15 AM
Lunch will not be provided for AM KINDERGARTEN

PM KINDERGARTEN may eat lunch by arriving at 11:00 AM Monday –Thursday.
Lunch is NOT available for Kindergarten on Fridays.

NEOLA ELEMENTARY SCHOOL POLICIES

BEFORE SCHOOL

Doors open at 7:00 AM with limited supervision. Students who arrive earlier will not be supervised. The first bus arrives at 7:10 AM. Students go directly to the playground from the bus keeping their belongings with them. Those wanting to eat breakfast will go to the gym first, then head outside. Depending on inclement weather, students will have three choices:

1. Eat breakfast, then stay inside.
2. Sit at the table and do homework, read, color, etc.
3. Visit quietly with peers on the stage steps.

Restrooms by the gym are the only ones open before school begins. Students are not permitted to be in the halls, without a pass. School begins at 7:45 AM with a warning bell at 7:40 AM, where students are allowed to go to their lockers.

ATTENDANCE/ABSENCES

Although student learning is ultimately a parent's responsibility, we recognize it is a TEAM effort and want to help in every way we can. Regular attendance helps us to do our part. Student attendance at school or engagement during distance learning ensures concepts skills are consistently taught. Attendance also helps children feel connected and supported. Please commit to having your student attend as often as possible. Having said that, however, we know there are reasons to miss school. If your student is absent due to illness, vacation, family events, etc. please help them continue learning by following their teacher's direction for distance learning. Also, please call and excuse all absences. After five unexcused absences, the school is required to notify parents of legal action.

TARDINESS

Tardiness is strongly discouraged. Educational instruction begins at 7:45 AM and tardiness interrupts the impact on the educational process. When a student is tardy, he/she will go to the office and get an admit slip. This will allow the office to check attendance and help the teacher document the student's tardiness.

STUDENT BEHAVIOR

All students are expected to behave in a courteous and pleasant manner. Appropriate behaviors are expected in the classroom, on the playground, on buses, walking to and from school, during P.E., music, in the lunchroom, and at all school activities. Disruptions and abusive behaviors will not be allowed. The Utah Safe School Policy/Duchesne School District Safe School Policy will be utilized as conduct warrants.

DRESS CODE

1. All students are required to **wear clean clothing**. Clothing which is so conspicuous, extreme or odd that it may draw undue attention, disrupt, or interfere with the learning atmosphere at the school will not be allowed.
2. Students will not be allowed to wear clothing that is mutilated or cut off.
3. In the interest of good hygiene and safety, proper footwear (shoes) will be worn. Please refrain from sending your child to school in **flip-flops or shoes that do not allow the student to participate in school activities**. Shoes with rollers are not acceptable.
4. Clothing with vulgar word, profane or obscene slogans, demeaning phrases, and advertisements for alcohol, tobacco, and drugs will not be allowed.
5. Students are not to wear hats of any kind within the building.
6. Gang related colors, clothing and paraphernalia will not be allowed in school.
7. Unnatural colored hair is prohibited by district policy, and strongly discourage by Neola Elementary.

LOCKERS

The design of the school allows for students in grades first – fifth to have hall lockers. Each student's teacher will assign a locker for storing coats and other personal items. Students are not allowed to place locks on the lockers. Students are **not** permitted to open other students' lockers. Kindergarteners will place their personal items in the classroom.

BUS PICK-UP & DROP-OFF ZONE

Please pick up and drop off your child next to the sidewalk furthest to the North of the building. For the safety of our students, we will not allow them to cross the driveway to the other side. Drivers must remain in their vehicle while in the pick-up/drop off zone. In the pick-up/drop-off zone, please wait patiently in line, no passing is allowed during picking up or dropping off students. Buses will pick up and drop off students in the back of our school. **Vehicles are not allowed in the bus zone.**

LEAVING SCHOOL DURING SCHOOL HOURS

Students will not be released to anyone except the child's parent or guardian or to persons designated by the legal guardian. Persons picking up students are required to complete the sign-out sheet located in the school office. Parents, please call the school if your child is going home with someone other than designated.

PHONE USE

Use of the school phone by students will be limited. Calling parents because of illness or injury is an acceptable reason to use the school phone. Classroom phones are to be used only with teacher's permission.

The District Elementary School's cell phone policy is on the next page.



Neola Elementary School
8709 N State Rd. 121
Neola UT 84053
435-725-4715

Kendra Embleton - Principal

School Electronics Device Policy

A growing concern at Neola Elementary School is the prevalence of electronic devices in our school and classrooms. While in some instances the possession and use of electronic communication devices or other devices by a student at school may be appropriate, often the possession and use of such devices at school can have the effect of distracting, disrupting, and intimidating others in the school setting. After meeting with and receiving input from our school-community council which consists of parent and staff representatives, the following policy was developed and approved by the District in August of 2019.

Policy on the Use of Electronic Devices by Students at Neola Elementary School

- *Cellular Phones may be brought to school, but must remain in student backpacks during the school day or turned over to the student's teacher. They may be used to contact parents/guardians once school is completed at the end of each day. Devices, including cellular phones that are required for medical purposes and are in a student's 504 plan may be used for the purpose outlined in the plan.*
- *Watches that can also be used to access the internet or be used as a cellular phone may be worn, but can only be used after school.*
- *If parents/guardians need to contact their student during the school day, they may do so by contacting the office or classroom directly.*
- *Students bring phones on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic devices.*
- *All other electronic devices are prohibited at school.*
- *If a phone or other electronic device is confiscated by a school official, it may be subject to search by school officials.*
- *If a student has an electronic device with him/her at school and/or is using a cell phone during the school day it will be confiscated by the school.*
 - *The student may pick it up in the office at the end of the day the first time it is confiscated.*
 - *The student's parent/guardian will be required to pick it up from school administration after being confiscated on any future days.*
- *If students are found to be using electronic devices for the taking or sharing of pictures or video of other students or staff; parents/guardians will be required to attend a meeting with the school principal where appropriate consequences will be determined which may include exclusion from school activities or suspension from school. If the taking/sharing of these pictures/video may constitute a criminal act, local law enforcement will be called to investigate and meet with the student along with his/her guardian.*

RECESS

To maximize learning students will be required to get fresh air and exercise at recess.

1. Students will not be expected to play outside during periods of **severe** inclement weather. A “red flag” recess will be announced over the intercom and students are required to stay in.
2. Students during weather conditions **not so severe**, the office will announce a “yellow flag” recess. Students will have the opportunity to make a choice of staying in a designated classroom or to go outside.
3. Students with health problems or students recuperating from an illness may be excused from outside activities for a day or two by the parent making arrangements with the teacher. For longer periods of time a doctor’s note is required.
4. Students in the halls during recess need a hall pass from their teacher or the recess aide.
5. Playground equipment is to be used as intended and in accordance with school rules, respecting the person on duty.



RECESS RULES

- Play in approved areas
- Use equipment as intended-do not climb up slides, stand on bars, or jump out of swings.
- Listen to playground teachers
- Be a peacemaker and friend
- Use appropriate language
- Do not throw wood chips
- Practice good sportsmanship
- Do not hurt others
- Quickly come in when the bell rings

Students who do not follow directions will have time out on the black retainer. After 2 offenses, in the same day, the student will not be able to use the playground for the remainder of the day.

PERSONAL PROPERTY

The school is **not** responsible for any personal property which is lost, stolen, or vandalized or which may have been entrusted for storage or safekeeping by school personnel. Bringing toys, electronic devices, and excessive amounts of money from home is strongly discouraged.

FOOD AND DRINK AT SCHOOL

Duchesne County School District offers a nutritious breakfast and lunch each day. The breakfast price is \$1.00. Lunch is \$2.00. Confidential Reduced and Free lunch applications are available in the office or parents may sign up online. Applications need to be renewed each year. Students bringing lunches from home will eat with their classmates and will be able to purchase milk at .30 cents per carton. School lunches or breakfasts may be purchased by the week or month. Place money in an envelope and drop in the locked box outside the office or you now may pay online. Guests wanting to eat school lunch should contact the school by 9:00 AM. A guest lunch costs \$3.50 and breakfast \$2.00.

VISITORS

Legal parents, guardians, grandparents, and other persons interested in the education of our children are encouraged to visit the school. **All visitors are required to sign in with the school office and pick up a volunteer or visitor badge prior to going into the other areas of the school. The administration reserves the right to refuse school visits at times that may alter the effectiveness of the instruction process.** Students may not bring peer visitors to school.

DONATIONS

There are no fees for the basic program during the regular school day. A volunteer donation of \$5.00 per student helps pay for bus field trips, assemblies, supplies, and other programs not funded by the State.

MEDICINE AT SCHOOL

Due to Utah Law (53A-11-601), we can only administer prescription and nonprescription medications under the following conditions:

1. The student's parent or legal guardian must file a current "Authorization to Administer Prescribed medication" form with the school secretary. The child's physician with specific doses, times and method of administration, must fill out this form. The form must also be signed by the parent and submitted to the school. These forms are available in the school office and must be renewed yearly. Medication must be kept in the original container. No medicines, prescription or non-prescription, are to be kept by students at school.
2. The student's parent or legal guardian must file a current "Asthma Self-Administration form" with the school secretary. This form provides authorizations from both the parent/guardian and health care provider. Students with asthma may carry and self-administer an asthma inhaler while on the school grounds.

HEAD LICE

Please don't panic if you suspect your child may have head lice. You can now buy a shampoo over the counter at most stores. After shampooing the hair with a shampoo to eliminate lice, follow up with a thorough house cleaning. Vacuum the carpets, furniture, between mattresses, under beds, and the car.

SAFE SCHOOL POLICY:

We follow all laws & rules laid out in the Utah Administrative Code, which can be found at: <https://le.utah.gov/xcode/code.html> and the

District policy at: <http://www.dcsd.org/school-board-08aaf454/policies-2fff229f>

EMERGENCY EVACUATION

There will be practice drills. Students are informed by the teaching staff of primary and secondary escape routes from the rooms they will be using. Instructions from adults are to be followed. Students are not to be talking during an Emergency Exit Drill. They need to be quiet enough to hear instructions. Students meet as a class in the designated place, a safe distance from the building. Students not with a teacher when the alarm rings, exit the building at the nearest exit door and walk to their designated class position to report to their teacher. **See evacuation plan for an emergency that requires evacuation on the next page.**



Neola Elementary (NES) Evacuation Plan Information for parents

This comprehensive evacuation plan outlines the procedures and guidelines in case of an emergency which requires the complete evacuation of the School facility to the Reunification Site (Neola LDS Ward Church House). We want parents to be aware of evacuation plans in order to help keep things organized and minimize chaos.

This plan includes one map that displays student pickup area for parents and buses.

Teacher Procedures

Teachers and students will exit the school at the nearest safe exit and walk as a unified group to the Neola Ward Church House. They will enter the church house through the South doors and will guide their students to the gym where they will maintain strict supervision. **No one leaves the Church house without the reunification area personnel approving departure.**

Parent Pickup: Traffic Procedures (see map)

Vehicles may only enter the Church house parking lot on the South side. Vehicles may park in the south parking lot and upon retrieval of their student, will exit the parking lot at the east exit onto Highway 121. Avoid exiting on the west side, as this is designated for buses.

Staging Area & Reunification Cards

The south entrance will allow parents to enter and request their student(s). Reunification cards will be issued to parents to match students with their caregivers. Parents will complete the reunification card(s), show identification, and verify custody rights before student is released.

A runner will go to the room where the child is located and will escort the student back to the staging room. The student's name will be checked off when hand off to the parent occurs. **All other doorways will be locked.**

Bus Pickup:

Buses will enter and exit the Church house parking lot from 9000 North. Buses will stage immediately north of church to load students. Students riding buses will exit Church house out of the north exit.

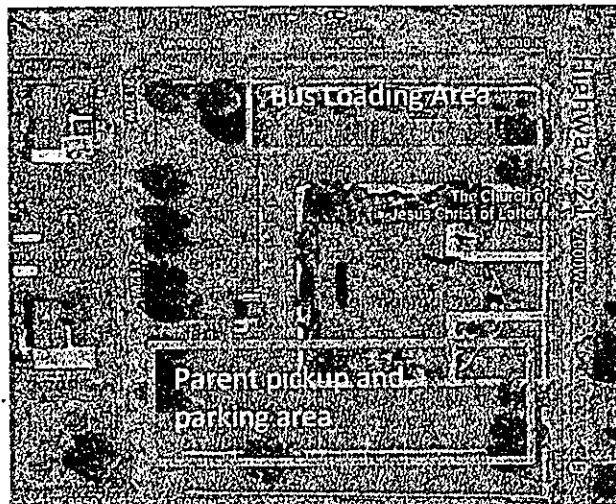
Parent contact and Media Liaison Team

Team will work together to send out/post messages to teachers, parents and public through the following social media avenues:

- Facebook (Neola Elementary page (not PTO page) and police page)
- PowerSchool announcements
- Local radio stations

Map

During emergencies, plans may change.
Please be patient and listen to instructions.
Our #1 goal is student safety.



DUCHESNE COUNTY SCHOOL DISTRICT CALENDAR

JULY 2020 - JUNE 2021

First Day of School August 26th

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	T	F	S
1	QB2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Holidays/Events

September - October 2020			
Sept. 7	Labor Day		
Oct. 15 - 16	Fall Break		
Oct. 19	Training Day/No Students		
November - December 2020			
Nov. 25 - 27	Thanksgiving		
Dec. 23 - Jan 1	Christmas Break		
January - February 2021			
Jan. 18	Martin Luther King Day		
Jan. 19	Training Day/No Students		
Feb. 15	Presidents Day		
Feb. 16	Training Day/No Students		
March - April 2020			
March 29	Dist. Parent/Teacher Conference		
March 30	Dist. Parent/Teacher Conference		
Mar 31-Apr 2	Spring Break		
Number of Days In Months & Quarters			
Month	Days	Qtr. Ends	Days
August	5		
September	21		
October	20	30th	46
November	18		
December	16		
January	19	15th	44
February	19		
March	22	19th	43
April	20		
May	20	28th	47
180 days	1st semester 90		2nd semester 90
Graduation Days			
Adult Ed	Wednesday	May 26	
Tabiona	Thursday	May 27	
Altamont	Friday	May 28	
Duchesne	Friday	May 28	
Union	Friday	May 28	
Deadline Dates			
Sept. 4, 2020	Proof of Lane Change and License Completion to District Office		
Feb. 3, 2021	Sabbatical Leave Requests to District Office		
Mar. 2, 2021	Lane Change and Early Retirement Requests to District Office		
Trimesters			
Trimester 1			
Trimester 2			
Trimester 3			
Symbols			
◇	Contract Days (No students)		
□	School Holidays (No students)		
▨	12 Month Employee Holidays		
▩	First and Last Days of School		
○	Training Days (Contract Days/No students)		

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	QE15	16
17	18	QB19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	QE19	20
21	QB22	23	24	25	26	27
28	PT29	PT30	31			

April 2021

S	M	T	W	T	F	S
				1	2	3
4E	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			