

East Elementary  
Student & Parent/Guardian  
Handbook



# **Dear Parents/Guardians,**

**Welcome to East Elementary School! The following is some information about our great school.**

- Visitors and volunteers need to check in and out through the office when you come to the school. They will receive a badge to wear during their time with us.
- You are welcome to eat school lunch/breakfast with your child any day. Please pay in the office before going to the cafeteria. Please call on the times since there are different lunch periods.
- Lunch money envelopes for your student(s) are available in the office. You can see your child's lunch balance online, or call the office. Please plan to pay for at least a week of lunch money at a time.
- Each classroom has a phone, ask the office for your student's classroom number. Teacher phones are generally set on voicemail. Leave a message and your teacher will get back to you. If you have an urgent message, it is best to call the office to have a message delivered.
- Trading items (Pokémon, marbles, etc.) are also prohibited.
- Contact information:

700 East 400 North Roosevelt, Utah 84066

Office (435) 725-4665

Fax (435) 725-4709

# **Safety Procedures for Dropping off & Picking up your child**

The following are the only forms of drop off/pick up. Please be courteous to our duty personnel and other parents. Please follow these procedures to help us keep our children safe.

1. **Drop off/Pick up Line-Circle Driveway:** Please drive through the circle driveway entering on the East end. Proceed to the colored boxes as traffic allows (your child should be standing in the colored box corresponding with their last name). Please remain in your vehicle, and in single file. When your child is loaded pull slowly into the second lane to exit.

\*Children will not be released from any of these areas to walk to your vehicle. If you park on the street you will need to exit your vehicle and walk to the pick-up zone (colored boxes) to escort your child.

2. **Walking Students:** Meet on the sidewalk south of the building near the front door. School personnel will then provide supervision crossing the street at 1) south of the building 2) the southwest corner (4-way stop sign) and 3) at the bus entrance/church located northwest of the school.

3. **Bus Line:** North of the building is where the buses pick up the students. This is for bus students only. Please do not pick up your child here.

# **Policy on the Use of Electronic Devices by Students**

- Cellular Phones may be brought to school, but must remain in student backpacks during the school day. They may be used to contact parents/guardians once school is complete 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 at school and is using a phone during the school day it will be confiscated.
  - 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 the 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 videos 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/videos may constitute a criminal act, local law enforcement will be called to investigate and meet with the student along with his/her guardian.

# Dress Code

Proper dress and grooming relate directly to student achievement and discipline. There are also sanitation and safety factors. Student attire and grooming is expected to be neat, clean, and modest.

The following dress code applies at East Elementary. If a student chooses to wear clothing in violation of the dress code, the student may be asked to call a parent to bring an appropriate change of clothing, or wear a shirt or sweat pants provided by the school.

1. Clothing:
  - a. All students are to wear clean, properly fitted clothing.
  - b. Clothing shall not expose the abdomen or chest and shall be of sufficient size to conceal undergarments.
  - c. Shorts, skirts, and dresses cannot exceed two inches above the knee.
2. Unacceptable Clothing Includes:
  - a. Any clothing that does not reflect the dignity of learning, modesty, and principle of education.
  - b. Clothing that advertises drugs, alcohol or displays inappropriate, vulgar or demeaning language or design.
  - c. Clothing with holes, bagging, sagging or excessively long pants.
  - d. Crop tops showing the midriff, tube and tank tops.
  - e. Sheer or skin-tight clothing
  - f. Hats, sunglasses, or chains.
  - g. Gang symbols or any kind that signify affiliation with, participation in, or approval of a gang.
3. Hair and Body:
  - a. Hair and body are expected to be clean and neat.
  - b. Make-up or distracting hair color is prohibited.
  - c. Skin must be free of ink, stickers, glitter, or other distracting items.
4. Safe Footwear:
  - a. Safe footwear will be worn at all times in the interest of hygiene and safety.
  - b. All students have a physical education class and recess. Please consider footwear that is appropriate for these activities.

**Monday-Thursday Bell Schedule  
2018-19**

8:00 Release from Commons  
8:08 First bell  
8:10 School starts  
10:05 K & 3rd Grade recess starts  
10:13 K & 3rd Grade recess ends  
10:20 Morning Kindergarten ends  
10:23 1st and 4th recess ends  
10:33 2nd and 5th recess ends  
11:10 Morning Kindergarten/Preschool ends  
11:28 Lunch starts for 1st and 3rd Grade  
12:00 Afternoon Kindergarten/Preschool starts  
12:05 1st and 3rd grade lunch recess ends  
12:30 2nd and 4th grade lunch recess ends  
12:55 5th grade lunch ends  
1:30 K & 3rd Grade recess starts  
1:38 K & 3rd Grade recess ends  
1:48 1st and 4th Grade recess ends  
1:58 2nd and 5th Grade recess ends  
2:53 School ends  
2:58 Buses are released

**Friday Bell Schedule  
2018-19**

8:00 Release from Commons  
8:08 First bell  
8:10 School starts  
10:05 3rd Grade recess starts  
10:13 3rd Grade recess ends  
10:20 Morning Kindergarten ends  
10:23 1st and 4th recess ends  
10:33 2nd and 5th recess ends  
11:10 Afternoon Kindergarten Starts  
11:28 Lunch starts for 1st and 3rd Grade  
12:05 1st and 3rd grade lunch recess ends  
12:30 2nd and 4th grade lunch recess ends  
12:55 5th grade lunch ends  
1:15 School ends  
1:20 Buses are released

