

SCHOOL INFORMATION

Rocky Mountain Elementary School

55 S. 500 E.

Lindon, UT 84042

School Office (801) 717-4846 (801) 796-3133 FAX
Nurse (801) 717-4846 extension 137
Attendance (801) 717-4846 extension 150

ROCKY MOUNTAIN'S TELEPHONE INFORMATION SYSTEM

If you need to reach your child's classroom teacher, please call **801-717-4846** for Rocky Mountain's Voice Mail System. Each teacher has an extension for non-emergency messages. Classroom phones will not be answered during the instructional day. Teachers will return your call within 24 hours. In the case of an emergency, please call the front office directly and we will contact your student.

SCHOOL HOURS

Office	7:30 a.m.	-	4:00 p.m.
Grades 1-6 (AM Track)	8:00 a.m.	-	2:15 p.m.

**First bell rings at 7:55 a.m.*

(PM Track)	9:15 a.m.	-	3:30 p.m.
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**First bell rings at 9:10 a.m.*

Kindergarten (Morning)	9:10 a.m.	-	12:00 p.m.
(Afternoon)	12:40 p.m.	-	3:30 p.m.

**Monday Early Out (Every Monday school will be dismissed 1 hour early.)*

Grades 1-6 (AM Track)	8:00 a.m.	-	1:15 p.m.
(PM Track)	9:10 a.m.	-	2:30 p.m.

Dear Parents,

Welcome to the 2007-2008 school year. Rocky Mountain Elementary has a fine reputation of excellence in education. We pledge to continue to fulfill the promise and build upon the great legacy of education that the Rocky Mountain Community has provided to its students over the past 10 years.

This handbook has been produced to communicate important information about Rocky Mountain Elementary and its policies. I would encourage you to read the material so that you will be familiar with procedures and general scheduling information. Should you have any questions, please contact us here at the school.

Thank you for choosing Rocky Mountain Elementary. The staff and I welcome you to a year of progress and achievement. We look forward to working with you.

Warmly,

David Turner
Principal

Kindergarten (Morning) 9:10 a.m. - 11:30 p.m.
(Afternoon) 12:10 a.m. - 2:30 p.m.

SCHOOL SUPPORT STAFF

Principal	Mr. David Turner
TSA (Teacher on Special Assignment)	Mrs. Sylvia Allan
Secretary	Mrs. Paula Parker
Records Secretary	Mrs. DeLynn Robertson
Nurse	Ms. Robyn Shepherd
Custodian	Mr. Tim Durrant
Librarian	Mrs. Caren Brereton

MISSION STATEMENT

The Mission of Rocky Mountain Elementary

Rocky Mountain Elementary~inspiring and empowering all students to lead successful lives.

We recognize our mission to educate children does not begin or end at the classroom door. We are building a school community that will work to understand and honor where our students have been and equip them with necessary skills and tools to lead exemplary, full lives. Our mission is not only mastery of key concepts and information specific to each grade level, but encouragement to boost students' confidence in their abilities to make a positive impact in the communities of tomorrow.

Vision

The vision of Rocky Mountain Elementary School is to be a community of learners enlisting the support and help of all team members to accomplish the common goal of student learning. A challenging and differentiated curriculum will enable all students to attain high achievement. The academic, social, and emotional growth of students will be nurtured and measured within a supportive

educational climate. This climate will be the cornerstone of Rocky Mountain's success and will be created by a community that advocates partnerships, effective communication, and outstanding collaboration for the benefit of all learners.

Values

We, the stakeholders of the Rocky Mountain Community, value:

- Student Achievement
- Positive Relationships and Mutual Respect
- Individual Student Needs
- Shared Responsibility
- Continuous Improvement
- Appropriate and engaging academic opportunities and extra-curricular activities
- Open communication, collaboration, and community-partnerships

LEADERSHIP COMMITTEES

PTA EXECUTIVE BOARD

President:	Margie Holt
President Elect:	Andrea Motto
Administrative VP:	David Turner
Teacher VP:	Jeanette Monson
Leadership VP:	Karine Christiansen
Membership/PR VP:	Kim Lee and Caroline Otto
Legislative VP:	Kelly Porter
Technology VP:	Sam Farnsworth
Secretary:	Jennifer Jenkinson
Treasurer:	Amy King

SCHOOL COUNCIL MEMBERS

Sylvia Allan, Teacher	Kelly Porter, Parent
Lori Belitti, Teacher	Holly Stansfield, Teacher

Heather Fry, Parent
 Margie Holt, PTA
 Carolyn Hyde, Parent
 Eric Johnson, Parent

Carol Theurer, Parent
 David Turner, Principal

**ROCKY MTN. & ALPINE SCHOOL
 DISTRICT
 CALENDAR 2007-2008**

Fall Semester

August	6-8	New Student Registration at Rocky Mountain
	20	Open House 2:00-3:00 p.m./Otter Pop Social New Students to Rocky Mtn. Tour 2:30 p.m. East Gym
	21	Classes Begin
	21-27	Kindergarten Pre-Assessment
	28	Kindergarten Begins
	28	Kookies and Kleenex for Kindergarten Parents (AM 9:15; PM 12:45 outside kindergarten rooms.)
	30	Community Council Meeting
September	3	Labor Day (NO SCHOOL)
	4-7	PTA Sponsored Friendship Week
	5	Back to School Night 6:00-8:00 p.m
	6	Speech and Hearing Screening (Grades K, 1 st , 3 rd , 5 th)
	10	PTA Sponsored Reflections Kick-off (classroom visits)
	12	Room Parents' Tea 3:30 p.m. Media Center
	14	Fall Pictures
	17	Iowa Testing (Grades: 3 rd & 5 th)

	18	Vision Screening (Grades: K, 1 st , 3 rd , 5 th)
	19	Spanish Immersion Parent Meeting 6:00-7:00 p.m.
	24	PTA Carnival/Fundraiser 4:00-6:30 p.m.
October	2 & 4	SEP Conferences
	3	PTA Meeting 10:00 a.m.
	3	Walk-to-School Day
	5	Iowa Testing ends (Grades: 3 rd & 5 th)
	8-10	PTA Sponsored Red Ribbon Week (lunchtime activities)
	11-12	Fall Break (NO SCHOOL)
	15	Professional Development Day (NO SCHOOL)
	22-26	PTA Sponsored Safety Week (lunchtime activities)
	26	1 st Term ends
	30	School Fundraiser Begins
	31	Halloween Parade
November	7	PTA Meeting 10:00 a.m.
	9	Reflections entries due by 4:00 p.m.
	13	School Fundraiser Ends
	12-16	PTA Sponsored Family Week (lunchtime activities)
	16	Family Skate Night
	21	Teacher Compensation Day (NO SCHOOL)
	22-23	Thanksgiving Break (NO SCHOOL)
	29	Reflections Awards Night 6:00-7:00 p.m.
December	5	Spanish Immersion Christmas Program 7:00 p.m.

	12	PTA Meeting 10:00 a.m.		21	3 rd Term ends
	12	Choir/Orchestra Concert 6:00-7:00 p.m.	April	1	School Community Council
	21	Christmas Break (NO SCHOOL)		2-4	Spanish Immersion Registration
January	3	Classes resume		7-11	MARS Testing (Grades: 4 th & 5 th)
	7	PTA Sponsored Caring Campaign begins		7-11	PTA Sponsored Cultural Arts Week
	8	School Community Council Meeting		11	Arts Day
	9	PTA Meeting 10:00 a.m.		14	Snow Make-up Day
	11	2 nd Term ends		15	Teacher Compensation Day (NO SCHOOL)
Spring Semester				16-18	Spring Break (NO SCHOOL)
	21	Martin Luther King/Civil Rights Day (NO SCHOOL)		28	Teacher Appreciation Week begins
			May	2	Conclusion of Teacher Appreciation Week
February	1	Professional Development Day (NO SCHOOL)		6-13	State Core Testing (Grades: 1 st -6 th)
	5&7	SEP Conferences		23	Awards Assembly
	14	Valentine's Day		26	Memorial Day (NO SCHOOL)
	14	Conclusion of Caring Campaign		28	Dance Festival
	18	Presidents' Day (NO SCHOOL)		29	Field Day
	19	Direct Writing Assessment Begins (Grade: 6 th)		30	Last Day of School (Early Dismissal—Schedule TBA)
	25	Kindergarten Registration			
	26	Kindergarten Registration			
March	3	Professional Development Day (NO SCHOOL)			
	4	School Community Council Meeting			
	6	Direct Writing Assessment ends (Grade: 6 th)			
	12	Family Math Night 5:30-6:30 p.m.			

POLICIES & PROCEDURES

**ATTENDANCE –
ABSENCE LINE: (480) 367-5801 ext. 1**

Illness - Any absence due to illness, death in the family, religious observance, or other circumstances, should be called in by 9:30 a.m. on the day of the absence. *Please state nature of illness.*

Family Vacations and Special Events - When possible, please consult with your child's teacher to discuss the impact on your child's education and necessary make-up work.

On Time - It is important for students to report to school on time. Children coming late to school should report to the office before reporting to the classroom.

Tardy Policy - AM Track will begin at 8:00, with the first bell ringing at 7:55. Students not in the classroom at 8:00 will be considered tardy. PM Track will begin at 9:15, with the first bell ringing at 9:10. Students not in the classroom at 9:15 will be considered tardy. Tardies will be recorded by the classroom teacher and will accumulate during each semester. Upon a student's 6th tardy, the student will be required to make-up time before or after school as scheduled by the teacher.

Mid-Day Checkout - In order to have a child released from school a parent must come to the office in person. Students will be released only to their parents or an officially designated representative.

Early Arrivals - Please refrain from dropping your student off early. The school provides supervision 15 minutes before and after the school day. Early arrivals pose a safety risk to the student.

BICYCLES, SKATEBOARDS, ROLLERBLADES, HEELYS, AND SCOOTERS

Students who ride bicycles to school are expected to observe the following rules:

- a. Follow traffic rules

- b. Park in racks with bicycle locked (at owner's risk)
- c. Walk bicycles on and off school grounds
- d. *Bicycle helmets are required for all students*

Students may lose their eligibility to ride their bicycles if rules aren't followed.

Skateboards, Roller blades, Heelys, Scooters or other wheeled modes of transportation are not approved school transportation and should not be brought to school by students.

BOOKS & SUPPLIES







All textbooks are loaned to students free of charge with students responsible for loss or damage. Check with your child's teacher for a recommended list of school supplies.

BUS INFORMATION

Children should not arrive at a bus stop more than five minutes before the bus arrives.

Pupils being transported are under the authority of the bus driver. The bus drivers share the mutual interest of parents and staff for the safety of the child and should be given due respect by all students.

BUS RULES include:

-  Be on time for the bus, but no earlier than five minutes prior to bus time.
-  If you miss the bus, go directly home. Have a family plan for this possibility.
-  Stand a safe distance from the curb.
-  Get in line when the school bus is approaching, ready to board the bus.
-  Remain seated when bus is in motion.
-  Keep hands, arms, head and objects inside bus windows.

- 🚌 Leave bus only at regular bus stop.
- 🚌 Talk in normal tones so the driver can hear.
- 🚌 Eating and drinking on the bus is not allowed.
- 🚌 Playing of radios and CDs is not permitted.
- 🚌 Always have a plan of where to go if parents are not home after school.

Bus Discipline - Continued referrals for misbehavior will lead to a loss of bus privileges for a specific number of days determined by the Principal.

Late Buses: If a bus is expected to be more than 15 minutes late, all students will be afforded the opportunity to call parents and inform them. School personnel will supervise students until the bus arrives.

ROCKY MOUNTAIN'S CITIZENSHIP PROGRAM

The Rocky Mountain Citizenship Program serves to teach responsibility, positive social interaction, self-management, communication, and conflict resolution skills. Rocky Mountain incorporates parts of two locally developed programs—Lindon Character Connection and S.T.A.M.P. Good communication, role modeling, positive reinforcement, and consequences are all important elements of our efforts to teach and encourage good citizenship at school.

COMMUNICATIONS

Good communication is the key to a successful partnership with school. Getting the correct information at the right time is essential to good home-school relationships. Check your child's backpack on a daily basis and watch for fliers in the Wednesday Folder. Look for information regarding classroom, school and community matters on our website and on the marquee. Parents will be notified by telephone via Alpine School District's automated service (ParentLink) for unexcused absences. Occasionally calls will be made concerning upcoming important school events. Whenever you have a concern regarding your child's education, please visit with your child's teacher first. If you are unable to resolve the concern, please call the office at 717-4846 to

schedule a meeting with the principal and the teacher.

CONFERENCES

We encourage open communication between our staff and parents. A conference with a teacher, the principal, or any other staff member may be requested. If you have a concern regarding your child, your first communication should be with the classroom teacher. If you feel you do not receive resolution to your concern, then a meeting can be scheduled with the teacher, principal, and parent. We ask that parents schedule an appointment through the school office and refrain from conferencing with the teacher during instructional time. Our teacher's first responsibility is to teach and attend to the children. Please call the school office to arrange appointments suitable to all parties.

Individual parent-teacher conferences are scheduled for parents of students, K-6 grades, during the fall and early spring.

DRESS CODE

Casual dress is appropriate for school, however, it is important to follow these guidelines:

- Shorts may be worn as long as they fit properly—bottom of the shorts should come to the finger tips when a person is standing with arms extending straight down.
- Tops that show bare midriffs, strapless outfits, spaghetti straps, muscle shirts, and see-through blouses/shirts are not allowed.
- Shirts must cover the shoulder.
- Avoid clothing with inappropriate pictures or language. (South Park, beer commercials, etc. are not appropriate).
- Hats may be worn to school, but they should not be worn indoors.
- Tennis shoes are required for PE
- Noticeable makeup or unusual hair coloring is not appropriate for elementary students and disruptive to the educational process.

EARLY ARRIVAL

Students are not to arrive on the school grounds before 7:45 a.m. for Track A and not before 9:00 for Track B. Supervision at the front and rear of the building is provided for 15 minutes before and after school. Unless it is a severe weather day, students are not permitted in the building prior to 7:55 a.m. without staff permission. Participants in our breakfast program should enter the north hallway and proceed directly to The Cougar Café. Red Flags will be posted in the event of inclement weather signaling students to line-up in the designated location established by the classroom teacher. On all other days students should line-up as classes at grade level doors.

EMERGENCY SHEETS

Parents are asked to notify the school of any changes in emergency information during the year (e.g., phone numbers, contacts in case the parent can't be reached, etc.).

FIELD TRIPS

Students without written permission to participate in a field trip will be placed in another classroom during the trip. To help with the cost of field trips, classroom teachers will often ask for a classroom donation. We encourage each family to do what they can to support these enriching experiences, but we will not exclude children based on monetary contribution. We welcome volunteers to participate on field trips. Volunteers will be coordinated through the classroom teacher. Please note that it is not permissible for parents to bring younger siblings when they are supervising a fieldtrip. The parent's full attention should be to attend to the safety of the children they are supervising during the fieldtrip.

HEALTH SERVICES

FIRST AID

First aid is limited to the immediate temporary care of an accident or sudden illness. The criteria for sending a child home include:

- a. A temperature of 100 or above.
- b. A possible communicable disease.
- c. Vomiting or diarrhea.
- d. An injury requiring further medical attention.

When the school nurse determines that a student should be home for reasons of illness or injury, the following procedure will be followed:

- a. The nurse will call the emergency contact on the student's emergency form to arrange transportation. For legal purposes, the school nurse does not transport students.
- b. An elementary student needing to go home due to illness may not walk home without an adult escort. The contacted adult is directed to the nurse's office to sign for the student's release.

COMMUNICABLE DISEASES

The following guidelines will help to control communicable diseases in our school environment:

- No child with a fever should be sent to school. A child should not return to school until free of fever for 24 hours.
- Students with nausea, vomiting or diarrhea should stay home.
- Restlessness at night, red, watery eyes, flushed face, headache and swelling on the face are often signs of oncoming illness and the child should not be sent to school.
- A child with a "mild" cold and no fever may go to school. A child with a "heavy" cold with an uncontrollable runny nose and a deep, hacking cough should stay home.
- A persistent sore throat or earache should always be checked by a doctor to rule out infection.
- Do not send a child with a rash to school until your doctor has said that it is safe to do so.

INSURANCE

Parents are urged to purchase insurance that is available through the school. This is a service to students, and the school does not profit from this program.

The school does not carry medical insurance on students for accidents that may happen at school.

Accidents that occur at school during school hours should be brought to the attention of the nurse.

INTERNET AND NETWORK RESOURCES

Students have the opportunity to use computers at school as a valuable learning tool. All families are required to sign permission slips to allow student access to the Internet and other networked resources at school. Permission is filed in the school office and is good until revoked. Please note that school staff is committed to supervised use of these resources.

LIBRARY

Children will have the opportunity to visit the library weekly as a class. Other times will be made available according to Mrs. Brereton's schedule of meeting other classes.

Books will generally be circulated for a week. Renewals can be cleared through Mrs. Brereton.

Each child is responsible for items checked out. There will be a charge for lost or damaged materials. Please call Mrs. Brereton at the school to solve any problems or concerns.

A student with an overdue library book is not allowed to check out additional books until the overdue book is returned.

MEDICATIONS

- All medication/pills, whether they are prescription or over-the-counter, must be held in the school nurse's office.
- Medications are to be administered by the nurse or a designee assigned by the building principal.
- Over-the-counter medications must be in their labeled container. Such medications must be accompanied by written instructions from the parent.
- All drugs must be in the original container and may only be administered in the amount stated.
- The parent or legal guardian must bring all prescription medication to the nurse.

CHRONIC ILLNESS

If your son or daughter has a chronic health condition that results in intermittent absence from school, it is the parent's responsibility to contact the office for procedural information.

HEALTH SCREENING

During the first months of each school year, the school nurse conducts a health screening. This will include vision and hearing according to the student's grade level. Notification will be sent home if the school nurse deems further evaluation necessary.

If at any time during the school year you wish to have your child's health status rechecked, simply call Rocky Mountain.

If your child or your family has an unusual health situation that could affect your child's performance in school, please notify the school nurse and/or principal as soon as possible.

LOST & FOUND

Students should write their names, in ink, on the labels of their coats, sweaters, lunch boxes, etc.

Lost articles are placed in the lost & found box in the gym. Please encourage your child to check this box.

Smaller items, such as glasses, watches, jewelry, change purses, keys, etc., are taken to the school office and kept there for at least two weeks.

Unclaimed articles left in the classroom for at least two weeks will be placed in the lost and found box.

Items not claimed will be donated to charity the week following each grading period.

LUNCH PROGRAMS

Students may purchase a hot lunch or they may bring their own lunch from home. The cost for a school lunch is:

Adult Lunch	\$1.75 (Without Milk)
Student Lunch	\$1.50
Milk	\$.25
A la Carte Snack	\$.35

To purchase a lunch, send a check (made out to Alpine Food Service) or cash to school with your child. Children will have their own account card that will remain in the cafeteria. When the card is down to one lunch left, the child will receive a stamp or be told verbally that more money is needed.

Students may not charge a lunch if there is no money left in their account.

Students without a lunch should report to the school office by 10:30 a.m. so that other arrangements can be made.

Classrooms will not be interrupted in the morning for parents delivering lunches.

LUNCHROOM / RECESS STUDENT EXPECTATIONS

In the lunchroom, students are expected to remain seated, eat their lunches using general good manners, talk respectfully with their classmates, and clean their area when finished eating. They are required to listen quietly when the lunch aides give directions and to walk when entering or leaving the cafeteria.

During recess, students have an opportunity to play appropriately with their classmates. They may choose to play safely on the equipment, join in various field games or simply socialize with their friends. Contact sports are not allowed. During extreme weather conditions, students may be directed to remain inside the classroom where they will be supervised by classroom teachers and aides. Students are expected to follow directions from all adults throughout the lunch and recess periods.

MAKE-UP WORK

When students are absent or out of the classroom (orchestra, choir, Student Council, doctor appointments, nurse's office, etc.), it is the student's responsibility to talk with their teacher to obtain missed assignments.

Teachers will cooperate with the students in getting their assignments.

Parents requesting assignments for absent children must make the request BEFORE 10 AM of the day they would like to pick up the material in the office after school.

PARTIES AT SCHOOL

Occasionally Grades K-6 have scheduled parties during the school year. These parties are conducted by room mothers under the direction of and in consultation with the classroom teacher. Instructional time should be valued and respected.

It is permissible for children, on their birthdays, to bring a light refreshment for their classmates. These treats will be distributed at the classroom teacher's discretion. Please note that the Alpine School District requires that any food that is brought into the school needs to be commercially prepared and packaged.

PARTIES AWAY FROM SCHOOL

Students often invite classmates to special celebrations outside of school - most commonly birthdays. *Please note that it is not permissible to distribute these invitations at school.* This can often cause unintentional hurt feelings within the classroom.

PERIODIC PROGRESS REPORTS

Teachers can use periodic Progress Reports in order to notify parents of general trends in student work habits and/or achievement. These reports can be sent at the teacher's option at the mid-point of each grading period, or other times as needed. Parents may also access student grades on the internet using the PowerSchool System. Log-in information can be accessed through the classroom teacher.

PHYSICAL EDUCATION

Loose and comfortable clothing appropriate to the weather and activity should be worn for PE instruction. For the safety of the student, tennis shoes are required. All students will receive PE instruction throughout the year. For specific times, please contact your child's teacher.

Excuses - "Physical Education is required of all students in the elementary and middle schools in the AlpineSchool District". For

students to be excused, the following criteria must be met:

- Temporary excuse (three days or less) - parents submit a note to the nurse for one specific illness or injury.
- Long-term excuse (more than three days) - parents are required to obtain a written statement from the student's physician to be submitted to the nurse.

PROHIBITED ITEMS AT SCHOOL

Items that are not connected with the school program (radios, toys, games, cell phones, pagers, etc.) are to be left at home. Weapons and look-alike weapons are not allowed at school.

Non-school related items are subject to loss and damage (for which the school cannot be responsible) and could be disruptive in the classroom and on the playground.

REPORT CARDS

Report cards will be distributed for parent signature at the conclusion of each quarter.

SCHOOL WIDE ASSISTANCE TEAM (S.W.A.T.)

The purpose of the School Wide Assistance Team is to discuss any problem that a student may be having, including (but not limited to) academic, behavioral, social, emotional, motivational, health, etc. The goal of the School Wide Assistance Team (S.W.A.T.) is to provide direction and assistance in dealing with the concern.

The S.W.A.T. process provides an opportunity for concerns to be discussed and alternative plans to be suggested by a team of educators and parents as partners in the child's education.

STAYING ON TOP OF THINGS

At Rocky Mountain Elementary we work to promote student responsibility and organization. The following items are suggestions to help your student be successful:

- Pay attention to and make a listing of daily assignments.
- Work with your teacher to create an organizational system that includes an agenda to record daily/long-term assignments
- It is the parent's responsibility to check for assignments on a daily basis and follow-up with the classroom teacher with questions and concerns in a timely fashion.
- Check with your classroom teacher to become familiar with homework assignments and what to expect each night and to anticipate long-term assignments and due dates.

TELEPHONE USE

The school telephone is for business. In the case of an emergency, students will be allowed to use the office telephone.

Children will not be permitted to use the phone after school to check on going home with a friend. These arrangements must be made prior to the school day.

TRAFFIC SAFETY

- ∅ Please enter and exit in the parking area as the signs direct.
- ∅ The Load/Unload Zone is on the north end of the school
- ∅ Pull as far forward as possible toward the North corner of the building avoiding unnecessary gaps between vehicles. This will allow for all students to be dropped off or picked up in a timely and safe fashion. Stopping midway, or pulling up to a specific door, backs up the flow of traffic and causes cars to dart in and out from our load and unload zone creating a dangerous situation.

∅ Always pick-up or drop-off your child on the school side of the street. *Students are not allowed to cross the parking lot or street unattended! Please wait to be signaled by the crossing guard on duty.*

∅ Keep traffic flowing. Organizing your child before arriving at school (i.e., lunch money, parent notes, etc.) will help to avoid blocking traffic. If you need to take care of unanticipated business, please pull to a parking stall.

∅ Do not park or drop off in the bus lanes or "red curbs" areas.

∅ Do not leave vehicles unattended (even for a minute) in the drop off/pick up zones. If you have business to take care of, please use any of the VISITOR parking stall conveniently located at the front of the parking lot.

∅ Crosswalks should be used and crossing guards obeyed. Safety is worth the extra steps to a crosswalk. Our parking lot supervisors will work to keep all students safe and your cooperation is crucial. Please follow their directions.

∅ Students should line up at their grade level doors with their classmates. Grades 1-3 will line up at the front of the building with Grade 1 at the south doors, Grade 2 in the middle, and Grade 3 at the north doors. Grades 4-6 will be at the back of the building with Grade 4 at the south doors, Grade 5 at the middle, and Grade 6 at the north doors. All upper grade students should enter the north hallway and walk to the back of the building, or walk around the south end of the building to the back. We request that the north hallway be relieved of extra congestion to allow easier access for patrons who are entering the building. Students will be expected to enter and exit their grade level doors.

VISITORS

We encourage parents to visit Rocky Mountain classrooms, but request you contact the school office in advance. We will confirm the appointment with the teacher. *Scheduled classroom visits are*

encouraged. Our teachers give top priority to delivering instruction to students. If your visit is scheduled, our teachers will be better able to give you the attention you deserve.

All visitors are to enter the school by the Main Entrance and must first report to the school office and sign the register. Visitors will also be asked to wear a "Visitor Badge". Our teachers have been instructed to help us with this policy and they will encourage you to stop at the office before entering the room. This rule is for the protection of your child and is required by State Law.

WITHDRAWAL FROM SCHOOL

Parents should notify the school office in writing or by telephone at least two days prior to the student's last attendance day. The Records Secretary will then prepare a withdrawal form for the parent to take to the new school. All school materials loaned to the student must be returned. The parents must pay for items that are lost or damaged before school records will be forwarded to the new school.

A FINAL NOTE

These policies and procedures are intended to be as comprehensive as possible, however, not all situations can possibly be covered. We hope you keep this guide handy, along with your District Handbook, to help answer your questions. Please do not hesitate to call on us at any time for assistance. We value your support and participation at Rocky Mountain Elementary.

