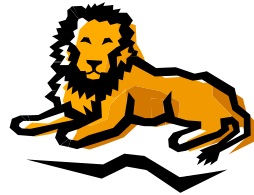


# Welcome to Lehi Elementary! Home of the Lehi Lions

765 N. Center Street  
Lehi, Utah 84043  
Telephone: 768-7020



Principal: Starlene Holm  
[sholm@alpine.k12.ut.us](mailto:sholm@alpine.k12.ut.us)

Lehi Elementary is a great place to attend school! We love our students and provide an outstanding education for all. OUR MISSION IS TO MAKE A DIFFERENCE IN THE LIFE CHANCES OF ALL STUDENTS. Our outstanding teachers and staff are dedicated to teaching and supporting students!

We believe in:

- Equal Access to Knowledge for all Students
- Nurturing Pedagogy
- Enculturating the Young into a social and political Democracy
- Stewardship of the Schools in an Educative Community

School begins at 9:05 with the welcoming bell at 9:00. Students may arrive for breakfast at 8:45.

## School Schedule

### TUESDAY-FRIDAY

9:00 First Bell  
9:05 School begins  
3:30 Students dismissed  
9:05-11:58 A.M. Kindergarten  
12:38-3:30 P.M. Kindergarten

### MONDAY

9:00  
9:05  
2:30  
9:05-11:30  
12:00-2:30

**PLEASE PICK UP YOUR STUDENTS PROMPTLY**

## LEHI ELEMENTARY COMMUNITY COUNCIL

The Lehi Elementary Community Council is a group of people from the school community, faculty representatives, and the principal. Its responsibility is to advise and make recommendations regarding the school and its programs. The Council assists in developing a school improvement plan, School Land Trust Program, and student safety plans.

Notice of meetings are provided in the annual calendar, monthly lunch menus, and in the newsletter. Agendas are posted on the front entryway. The public is always invited to these meetings. We value your input!

## PHONE CALLS

Parents are requested to not call their child at school or leave messages unless it is absolutely necessary. Student use of school phones is limited to urgent calls, and children must have a teacher's permission to use the phone. Calls to teachers are generally forwarded to voicemail during the school day so as not to interfere with instruction. If you need to visit with your child's teacher, please call before or after school. All teachers also have an e-mail account.

Students are not allowed to bring cell phones to school. They are a distraction for the student, and Lehi Elementary is not responsible for loss or damage. Some parents have requested special permission for their child to bring a cell phone. If there is a compelling reason, come to the office and apply for a cell phone license. Both parents and students will need to comply with the rules for a license.

## PARENT-TEACHER ASSOCIATION

The PTA contributes significantly to the educational quality at Lehi Elementary. Patrons and teachers are encouraged to join, support, and participate in the PTA. Please contact the school or Mrs. Paula Roget, PTA president, for more information.

## RECESS

Recess is provided as an opportunity for physical activity, social interaction, and as a diversion from other schoolwork. Children should wear clothing appropriate for the weather. School policy requires students to be outside where there is supervision unless arrangements have been made with the teacher. ***Students who request to stay inside for health reasons must have a DAILY note from a parent.*** In most cases students who are too ill to be outdoors should be home recovering. Occasionally severe weather will necessitate that all students remain inside.

## RESTRICTED ITEMS AT SCHOOL

Toys and electronic devices interfere with the educational process and often lead to student distraction. Students should not bring toys or electronic devices to school. Students will not be allowed to listen to personal music devices with headphones during school hours. The school will not be responsible if such items brought to school are damaged, lost, or stolen. In addition, students are discouraged from bringing money to school except when there is a specific purpose. Student desks are not secure and teachers cannot be responsible for student money or valuables.

## HOMEWORK:

Homework varies according to individual teachers and the subject matter. Generally, students are provided time to complete many tasks in class; however, as homework is a natural part of school which helps students develop good study habits, students can expect periodic homework assignments. Teachers endeavor to send home constructive assignments with specific purposes in mind. If your child has trouble with the amount or difficulty of assignments, please contact the teacher.

**All students are expected to read or be read to at home daily for homework for at least 20 minutes. Older students 30 min.**

## IMMUNIZATIONS

Utah State Law requires all children enrolled in a public school to complete immunizations prior to admission to school. Students with incomplete immunizations will not be admitted.

## LOST AND FOUND

To facilitate the return of lost clothing and other articles, please label your child's possessions with his/her name. Lost articles are placed in the lost and found. Several times a year, unclaimed articles are donated to a local charity.

## MEDICATION

School personnel CANNOT dispense medication without a "Medication Administration Form" on file. This form is signed by your physician and describes how, when, and by whom medication is given to your child. Medication must be brought to the school by an adult. This form is available in the office. If your child is taking medication for a few days only (even if is over-the-counter), we ask that you give it to him or her before school or come to school to administer it yourself.

Children who have asthma can carry an inhaler at school. The office must still have a "Medication Administration Form" on file with permission from the parent and physician.

## NOTES HOME

Communication between the school and home is essential. General school notes will be sent home with the family representative (the youngest member of the family attending Lehi Elementary). These notes will be printed on bright yellow paper. Please stress the importance of bringing these notes home. You will receive a monthly newsletter as well as other communication.

## SCHOOL POLICIES AND INFORMATION

**We want all students to feel welcome and safe at Lehi Elementary. Our general policies and information detail the management policies that enable us to have a safe, organized school. Parents and children should review these items together.**

### ALPINE FOUNDATION

The Alpine Foundation is an excellent way for patrons to make donations to our school. Donors may designate their contributions to a specific teacher's classroom, to the school, or to a specific program. All donations are promptly receipted and are tax deductible. Please make checks payable to the Alpine School District Foundation, 575 North 100 East, American Fork, Utah. 84003. (Forms are available in the office.)

### ATTENDANCE

Regular on-time attendance is a critical factor in achieving academic success. Students who are frequently absent or tardy miss valuable instruction. Parents will be called by Parent Link when a student is absent who has not been excused. Students with excessive absences or tardies may be referred to the Alpine District for enforcement. Obviously, students who are ill should not attend school. Students who are late should check in with the office before going to class.

### BICYCLES

Bike racks are provided at the school. All bicycles should be placed in racks and locked securely. Lehi Elementary is not responsible for theft or vandalism. Students should be cautious as they ride to and from school. All students should walk their bikes when on school property to ensure the safety of other students. Bicycles may not be ridden in the playground areas. **SKATEBOARDS, ROLLER BLADES, AND WHEELED SHOES ARE NOT ALLOWED AT SCHOOL.**

### BUSES

Students are expected to demonstrate good manners and appropriate behavior while riding on school buses. Although the school is not directly involved in the transportation of students, we are concerned that students arrive at school and return home in safety. Should there be a persistent problem, please contact the principal. If there is a problem with busing, you should contact the **transportation office at 785-8731.**

### CHECKING CHILDREN OUT OF SCHOOL

If a child is to be taken from school during school hours, District policy requires that the parent or a responsible person (an immediate family member 18 years or older, or someone named on the Emergency and Health Information Sheet) sign the child out in the office before removing the child from class. **We are not allowed to release a student based on a note, telephone call, or the child's statement.** The school must have proper documentation on file if any individuals are legally restricted from contacting a particular student at school.

When checking out a student:

- Come to the office and sign the checkout log. Give the secretary the name of your child and their teacher.
- The secretary will call the classroom and have the child sent to the office.

### DRESS CODE

The Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and exemplify personal cleanliness. Sleeveless shirts and blouses are not permitted. Shorts which do not reach the vicinity of the knee are not acceptable. "Grubby" clothing as well as clothing containing vulgarities, profanities, obscenities, endorsements for alcohol, tobacco, or drugs, or with images that may frighten young students are never acceptable. In addition, baggy trousers and shorts should be worn on the waist at the belt line. As per school board policy, hats or headgear may not be worn inside the school except during special programs and activities. Students wearing clothing in violation of the dress code will be directed to the office to call home for a new set of clothing before they can return to class.

Students are expected to participate in P.E. activities and to be outside daily. Flip-flop style sandals and other loosely fitted shoes are discouraged as they are generally unsafe for these activities.

### EMERGENCY

Each family should return an Emergency and Health Information Sheet to the school yearly. This sheet provides essential information that is invaluable in the event of an injury, illness, or accident. We will do everything within our power to contact either a parent or a person named on the information sheet if a serious accident or illness occurs. In the event of an extreme emergency, appropriate medical assistance will be sought.

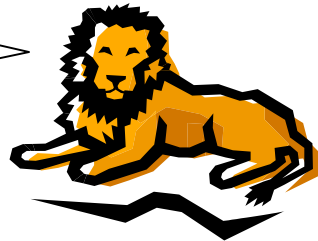
If the school becomes unsafe, students will be moved to an alternate location. Students, faculty, and staff will hold practice drills for fire, earthquake, and school lockdown throughout the year.

## STUDENT DISCIPLINE AND CONDUCT

We care deeply about each student at Lehi Elementary. It is our goal to encourage each child's growth of character. We expect appropriate behavior and support natural consequences for inappropriate behavior. A safe, orderly climate creates a friendly, effective school.

1. Students have a right to learn. Any behavior that infringes upon that right will not be tolerated.
2. Students are expected to follow the school-wide discipline plan.
3. Each student is responsible for his/her own actions and must accept the consequences of those actions.
4. Students are expected to comply to teacher directives and requests.
5. Students are expected to treat all other students and school property with respect and care. School property that is damaged or destroyed will be replaced or repaired at the expense of the person(s) responsible.
6. All students sign an agreement to follow the school-wide discipline plan of Lehi Elementary. If they do not follow the rules, they are issued a pink slip warning. Subsequent offences require attendance at Think Room. Five offences in a given month result in attendance at Friday School. No Pink-Slip parties are held frequently for those students who follow the rules. Green and gold slips are given to students going the extra mile in doing good deeds and/or helping others. Drawings are held to reward positive actions.

*Do your  
best!*



## SAFE SCHOOLS

It is the policy of Alpine School District to maintain school environments that are conducive to learning. It is the District's intent to maintain a safe and positive atmosphere by prohibiting acts of violence, aggressive behavior, intimidation, possession of weapons, criminal behavior, or gang activity on school property. The Alpine School District Safe Schools Policy prohibits disruptive acts; dangerous weapons; hazing/harassment; abetting; gangs, hate groups; and other prohibited acts as defined and described in the Safe Schools policy rules and regulations.

## SCHOOL BREAKFAST/LUNCH

- Breakfast \$.85 \$.30 (reduced)
- Lunch \$1.50 \$.40 (reduced) \$2.50 adult
- Milk \$.2

Students or parents may pay for meals before school begins each day. All students are assigned a student account that is used to pay for meals. Any number of meals may be purchased in advance. You can take advantage of Alpine School District's Automatic Payment Plan by logging onto [www.mealpay.com](http://www.mealpay.com). Breakfast will be served from 8:40 to 9:00. Please do not bring students to school before 8:40.

## SEXUAL HARASSMENT

Alpine School District is committed to the maintenance of a learning environment which is free of any form of sexual harassment; an environment where students may attend school free of unwanted conduct or communication of a sexual nature; one which is in compliance with State and Federal laws dealing with this form of discrimination.

## STUDENT PROGRESS REPORTS

Progress reports are given at S.E.P. conferences, and on the final day of school. Individual teachers may send home additional reports as they determine the need. You can contact the teacher for progress updates whenever you wish. Additionally, you can access Skyward via the internet. Each student will be issued an I.D. number and password in order to access information.

## VISITORS AND VOLUNTEERS

You are welcome to visit Lehi Elementary at any time! We encourage you to become involved at our school! Please check into the main office to receive a visitor's pass.

