



## 2016/2017 Draper Elementary Family Handbook Essential Points

Please see the full version and complete policies in the Draper Elementary Handbook at <http://draper.canyonsdistrict.org>

### Draper Elementary School Contact Info

1080 East 12660 South, Draper, UT 84020  
School Office Hours: 8:15 am – 4:00 pm

Phone: (801) 826-8275 • Fax: (801) 826-8276

<http://draper.canyonsdistrict.org>

### Important Starting Dates & Information

- **August 24, 2016** for 1st-5th graders.
- **August 29, 2016** Kindergarten students
- **Regular School Hours: Monday-Friday**

Grade	Class Time
AM Kindergarten	8:50-11:45
1- 5- Grade	8:50-3:20
PM Kindergarten	12:25-3:20

On Fridays only, we do have an early dismissal at 1:40

### Student Educational Plan (SEP) Conferences

Fall SEP Conferences – September 28, 29, 2016  
Spring SEP Conferences -- February 15 & 16, 2017

### Communication

#### Class Folders/Planners

Families should check these folders often.

#### Office Notes

Please check backpacks often.

#### Email

A complete list of all faculty/staff emails is available on our school website. Visit our school website at <http://draper.canyonsdistrict.org>

#### Dragon Email List (Skylert)

If you are not on this list, please call our front office to have your email added.

#### School Website

<http://draper.canyonsdistrict.org>

#### Twitter

Join Twitter and follow @DraperDragons for more information.

### Birthday and Party Snacks

We want to encourage families to consider non-food items for birthday celebrations. Only store bought items are allowed.

### Immunizations

**Both students entering kindergarten and new students are required by the state to show an official birth certificate and proof of immunizations.**

### Visitors & Volunteers

*For the safety of our students, ALL visitors must sign in at the office and wear a Visitors Badge. Unidentified visitors are not allowed on campus. Before you volunteer in any capacity, you must complete an annual online volunteer application and have a basic background check done.*

### School Breakfast and Lunch

**Lunch options:** Bring lunch from home.

Breakfast \$.90 for students \$2.00 for adults

Lunch \$1.75 for students \$3.00 for adults

Reduced rate \$.40

Milk \$.50

-Our school lunch menu is posted on our website at <http://draper.canyonsdistrict.org/> under "Calendars".

-Parents may go online to PAMS ([www.PayPams.com](http://www.PayPams.com)) to pre-pay for school lunches or there are deposit slips in the office and classrooms.

-Parents and visitors are always welcome to eat lunch with us.

-If for any reason you find yourself unable to provide lunch for your child, please call the office and ask for assistance. Free and Reduced lunch applications are available in the front office and online at registration.

### Medication

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

- I.** 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,
- II.** 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.

## Lost and Found

-Please write your student's name in ALL clothing and accessories with a permanent marker. Students should check the Lost and Found cabinet, in the hallway near the Cafeteria, for clothing and lunchboxes. Lost and found for small items (rings, watches, etc.) is in the office.

-At regular intervals throughout the year, all unclaimed items are donated to charity. Notice will be posted on the Lost and Found cabinet and in the school newsletter.

## Moving

If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with making the transition as smooth as possible for your child.

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## Draper Elementary Safe Walking Route

Please see safe walking routes at the school website at <http://draper.canyonsdistrict.org>

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## Draper Elementary Parking Lot Loading/Unloading Procedures

For the safety and well being of all students; families and students are to adhere to the following:

1. Students should not be walking in or through the parking lot (blacktop), **unless accompanied by an adult**. An adult is expected to escort children all the way to the crosswalk. **Students & parents must always use the crosswalk.**
2. All students, families and adults should **follow the directions** of the Crossing Guards, Teachers, and Student Safety Patrol members.
3. All students, families and adults should **obey traffic signs**.  
In the pick-up and drop-off lane, **drivers must remain in the car**. All students should enter or exit the vehicle at the curbside, in the unloading/loading zone. (see map for additional information)
4. If a child is not able to get out of the vehicle by themselves, the driver must park in a marked stall and walk the child to the crosswalk.
5. The Kindergarten play area is closed before and after school.
6. Bicycles must be **walked** on all school property.
7. Please pull forward as far as possible along the sidewalk all the way up to the posted sign and then wait until there is room in the unloading/loading zone.
8. Please make sure that your children are **ready to exit the car before** they come to the unloading area. There should be no delay in exiting the vehicle once the car comes to a stop.
9. Children are only allowed to enter/exit a vehicle along the marked/indicated loading zone.

