

Draper Elementary School



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Student/Family Handbook

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Welcome Letter

Welcome to Draper Elementary,

Our school administration and staff at Draper Elementary want to prepare all students to be enthusiastic, responsible, life-long learners who achieve to the best of their abilities and are prepared for the challenges of a global society.

Draper Elementary is a great school with dedicated staff members, committed students, a highly involved community and a high expectation for academic success and progress. The information in this handbook has been prepared to answer many of your questions about our school.

If you have further questions or concerns, please feel free to contact the office at 801-826-8275 or the administration at ronnie.mulqueen@canyonsdistrict.org.

Together, we will achieve great things!

PARENTS AND STUDENTS PLEASE REVIEW AND SIGN THIS CODE OF
CONDUCT TOGETHER.

Registration

Student Registration information must be filled out and submitted online. It is very important that teachers and staff have your current home, cell, and/or work phone numbers and **at least two alternative emergency phone numbers** of family, friends or neighbors who will take responsibility for your child if we cannot reach you. This information is confidential. If you need access to the internet to register, please contact the office staff and they can assist you.

Skyward Access

Canyons School District uses [Skyward](#) as the web-based system for tracking student information, and tracking/paying lunch accounts. There is one login for each family that gives you access to each of your student's information K-12. This information is mailed home, but if you are unsure of your login information, please contact the office.

Parent Square

Draper Elementary and Canyons School District use ParentSquare (<https://www.parentsquare.com/>) for school communication, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number.

Here's what you can do with ParentSquare:

- ❖ Receive messages from the school via email, text or app notification
- ❖ Choose to receive information as it comes or all at once with a daily digest at 6pm
- ❖ Communicate in your preferred language
- ❖ Comment on school postings to engage with your school community
- ❖ Direct message teachers, staff and other parents

Communication

Communication with the Student, Parent and Teacher

Good communication between home and school will facilitate each student's success. Communication may occur through: phone calls, emails, student planners, progress reports, report cards, appointments, and Skyward. At no time should a parent be in doubt of their child's progress. **It is highly recommended that a parent contact their child's teacher to review an issue or concern, prior to calling the school administration.** Information such as attendance, lunch balances and much more can be instantly accessed from home by visiting Skyward.

Email and Phone

The Draper faculty checks their email and phone messages daily. While it is not always possible to respond immediately, teachers do their best to respond within 24 hours. If you have an urgent issue that needs to be addressed immediately, please call the Principal or the front office for assistance. Mrs. Mulqueen can be reached by calling 801.826.8275 and pressing #2 or at ronnie.mulqueen@canyonsdistrict.org

Draper Monthly Updates

At the beginning of the month, you will receive the lunch calendar with a newsletter on the back from Mrs. Mulqueen. This is the best way to stay informed of the great things happening at Draper Elementary. If your email changes, please log into Skyward and update your contact information.

Access the monthly newsletter here: <https://draper.canyonsdistrict.org/principals-corner/>

School Website

The Draper Elementary website is an excellent source for everything you need to know about our school. Visit the website regularly to get up to date information about Draper, calendars, PTA, School Community Council, interactive student websites, and curriculum resources.

Check it out at: <https://draper.canyonsdistrict.org/>

School Folders

All students receive school folders, with important dates and documents that include: classroom newsletters, notices of school related meetings, field trip permission slips, and information about school holidays or events.

Daily Schedules

Before School

For safety reasons, please do not send students to school before 8:45. Teachers are planning for the day and will be available to supervise at 8:45. When cold (below 22 degrees) or wet weather occurs before school, a red flag will be hanging by the front entrance indicating that students are welcome to come in the building.

Bell Schedule

Draper Elementary School 2023-24 Bell Schedule

8:15 a.m.	Breakfast Starts	
8:50 a.m.	First Bell Rings	<u>BRAIN BOOSTER Classes</u>
8:55 a.m.	Tardy Bell Rings	Kinder Tuesday, 10:20-11:20, Thursday 12:35-1:35
3:30 p.m.	M-Th School Day Ends	1st grade Wednesday, Thursday, 10:20-11:20
1:50 p.m.	Friday Early Dismissal	2nd grade Wednesday, Thursday 11:30-12:30
		3rd grade Tuesday, Wednesday 2:30-3:30
		4th grade Wednesday, Thursday 9:10-10:10
		5th grade Tuesday, Wednesday 1:15-2:15
	<u>Lunch/Recess</u>	
11:25-11:45	K Lunch Room	
11:45-12:05	K Recess	
		<u>Recess</u>
11:40 -12:00	5th Lunchroom	10:15-10:25 M-F Kindergarten-Schmidt
12:00-12:20	5th Recess	10:25-10:35 M-F Kindergarten- Waddell
		10:35-10:45 M-F Kindergarten-Bentley
12:00-12:20	1st Lunchroom	10:45-10:55 M-F Kindergarten-Harrison
12:20-12:40	1st Recess	10:30-10:45 M-F 3rd Grade
		10:45-11:00 M-F 2nd Grade
12:20-12:40	3rd Lunchroom	11:00- 11:15 M-F 4th Grade
12:40-1:00	3rd Recess	1:50-2:00 M-F Kindergarten-Schmidt
		2:00-2:10 M-F Kindergarten-Waddell
12:35-12:55	2nd Lunchroom	2:10-2:20 M-F Kindergarten-Bentley
12:55-1:15	2nd Recess	2:20-2:30 M-F Kindergarten-Harrison
		2:00-2:15 M-Th 9:45-10:00 F 1st Grade
12:50-1:10	4th Lunchroom	2:15-2:30 M-Th 10:15-10:30 F 5th Grade
1:10-1:30	4th Recess	

Attendance

The instruction, clarifications and discussions that take place in the classroom are invaluable components of the school learning experience. A natural consequence of absence from the classroom is reduced academic performance.

Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse.

- Checking students out of school should be limited.
- Please call the school in the morning if your child will be absent.
- Children need to arrive at school on time. The beginning of the school day sets the learning climate.

Communication of Absences to the School

Procedure for Verification for Valid Excused Absences

Valid Excused Absences are an illness, which may be either mental or physical; a family death; an absence permitted by a school age minor's individualized education program (IEP) or Section 504 Plan; a family emergency; a family event; observance of religious holiday; medical appointment; pre-approved education/vacation leave.

- Students will be expected to obtain make-up work from their teacher and to complete make-up work and assignments within the assigned time frame.
- A student's academic grade should not be penalized for absences or tardies.
- Teachers will be responsible for providing students with make-up work and identifying a reasonable deadline for completion.
- For medical appointments, parents are encouraged to provide a note from a health care provider to the front office.
- Family Death, Family Emergency, Religious Holiday
 - Parent provides notification to the school that the student will be absent.
 - For students who have NOT missed 10 percent or more of the school year, parent notification (e.g. call, email) will be accepted for documentation of absence.
 - For students who have missed 10 percent or more of the school year, additional documentation in addition to parent notification will be required (e.g. obituary, wedding announcement).
- Related to IEP or Section 504 Plan
 - IEP or 504 Team identifies and documents in student plan specific criteria for excused student absences (e.g. doctor's note identifies chronic medical illness, parent calls when student is absent due to chronic illness).
 - IEP or 504 case manager communicates this criteria to front office staff.
 - Parent provides notification to the school that the student is absent due to pre-identified individual student needs.

Unexcused Absence: If a parent fails to make prior arrangements with the principal for extended student absences and if the school cannot locate the parent or student to verify the reason for the student's prolonged absence, the student's absence is unexcused.

Procedure for Education/Vacation Leave

Vacations can be educational and exciting for a child. We encourage you to let your child experience new places and sights. However, please try to schedule vacations during natural breaks in the school year, then your child can experience the excitement of new places, while not missing a bit of instruction.

A student may be allowed up to ten (10) days for education/vacation leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework.

- Prior to education leave, parents complete an Education Leave/Vacation Form for approval.
- Teachers will complete the “Work to Be Completed” section and determine a reasonable due date.
- School administration will verify education leave. If education leave exceeds 10 days within one school year, school administration will communicate with their School Performance Director to determine if approval of additional days may be granted.
- Students will complete work assigned by the teacher and submit within the identified timeframe.

Community and Legal Intervention

In accordance with state law, a school administrator, school resource officer, or truancy specialist may issue a notice of compulsory education violation to a parent of a school-age child if the school-age child is absent without a valid excuse at least five times during the school year.

A notice of compulsory education violation shall:

- Direct the parent of the school-age child to meet with school authorities to
- Discuss school attendance problems;
- Designate the school authorities with whom the parent is required to meet;
- State that it is a class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with designated school authorities to discuss attendance problems or fail to prevent the school-age child from being absent without a valid excuse five or more times during the remainder of the school year;
- Be served on the school-age parent by personal service or certified mail; and not be issued unless the school age child has been truant at least five times during the school year.

Checking Student In and Out

- Students arriving at school after 8:55am are considered late and will be marked tardy by the teacher and will most likely need to enter the building from the front/main doors.
- Students arriving at school after 9:00am must check in at the front office and receive a tardy slip before going to class. Please bring in any medical/dental notes for excused check-ins.
- Parents must come into the building and show a valid picture ID to check out a student from school. Students will be checked out only to adults listed on their registration account. If a student must leave school during the day, they are required to use a school phone, not a personal cell phone, to contact their parents. Please try to limit checking your child out of school during the school day. If possible, please schedule these times during recesses or lunch.

Curriculum

The Utah State Board of Education establishes the core curriculum in each subject and at each grade level. For more information about Utah's Core Curriculum and additional resources to support your student's education, please visit the following websites:

Utah Core Standards

<http://www.uen.org/core/>

Parent/Guardian Language Arts and Math Resources

<https://www.schools.utah.gov/curr/mathematics/resources>

Utah Education Network K-12 Student Center

<http://www.uen.org/k12student/>

Homework

Homework is individually assigned by teachers. Please check with your child's teacher for any homework questions and/or concerns. Homework is intended to provide students with opportunities to practice and review concepts/skills learned at school in order to promote deeper understanding and fluency. Some assignments are long-range and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. It is the student's responsibility to make up any work missed due to absences. Please give advance notice to the teacher when you know you'll be gone. The teacher may wish to provide the work before or after the absence.

Brain Boosters

Students are split into 4 groups for each grade level and attend two days a week, rotating through Library, STEM, Drama, and Playworks (PE). Each Booster Instructor is trained by the district and is very knowledgeable in their expertise.

Life Skills

Each month we will focus on a different Life Skill as a school. The Life Skill topics covered include: friendship, acceptance, community, respect, growth mindset, determination, perseverance, gratitude, self esteem, kindness, power of words, encouragement, celebrate differences, responsibility, accountability, leadership and power of teamwork.

The Behavior Specialist will lead monthly discussions and activities focused on the skill. Our school social workers will read students a book related to the skill. Teachers will lead discussions/activities during Morning Meeting, etc.

Chinese Dual Language Immersion (DLI)

How does DLI work?

Our Chinese DLI program at Draper is in place in grades 1-5. Families that are interested in applying for the Chinese DLI program apply through our district application process. Each grade has two DLI classes, with up to 56 DLI students total per grade. We strive to maintain fidelity to the DLI model by protecting our Chinese classrooms from English. January 15 of 1st grade and October of 2nd grade, we encourage our students to speak ONLY in Chinese while in the Chinese classroom. This expectation continues at the beginning of the year for students in grades 3-5.

While participation in our Chinese program creates a supportive community of second-language learners, we also strive to create a feeling of unity across and within grade level teams by organizing our schedule so that the two dual immersion classes interact with their general education peers during recess, lunch, PE, Music, Library, Art, and Computers.

Draper Mandarin language teachers come from a variety of backgrounds. Some of our teachers are residents of Utah and citizens of the US, who have either learned the language as a child at home or as a second-language as a young-adult. Many of our local teachers have family in China and/or Taiwan, and often make visits to see their families during summer break. We also are privileged to have international guest teachers that teach our Mandarin classes at Draper. We have guest teachers from both Taiwan and China, and all of our international teachers are experienced and professional educators in their own countries. They bring a great deal of expertise and authenticity to our language classrooms.

Draper English language teachers are highly qualified educators that are skilled at collaborating in a DLI teaching partnership. Our English teachers have expertise in teaching their grade level curriculum, as well as coordinating efforts and communication between school and families. We are proud of our faculty at Draper Elementary, and our English and Chinese teachers represent the excellence and professionalism found in every classroom at our school.

Cultural Appreciation is an important aspect of Draper Elementary. We value the fine arts, including visual art and music. In the same way, we value learning about other cultures, languages, and countries. Our Chinese dual immersion program is an integrated curriculum within a school environment that values ALL students, ALL cultures, and we seek creative pursuits that add richness and beauty to the ongoing learning and achievement that takes place at Draper School.

Important DLI Websites:

District DLI Website:

<http://csdworldlanguage.weebly.com/elementary-dual-language-immersion.html>

Application Form:

<https://dual.canyonsdistrict.org/dual/#!/start>

DLI FAQ's

https://dual.canyonsdistrict.org/dual/public/DLI_FAQs3.pdf

Be Involved

Schools are a reflection of their community. Parents/Guardians are encouraged to become involved at Draper Elementary. It is through the efforts of parents/guardians that the educational program at Draper is greatly enriched. There are many opportunities for parents/guardians to join this dynamic community.

Volunteers

- To volunteer in a Canyons District School, you need to fill out the Volunteer Application annually: <https://volunteer.canyonsdistrict.org/volunteersystem/#!/application/volunteer/>
- In order to account for everyone in the building at all times, Canyons District Policy requires all volunteers (and visitors) to check in at the office and to provide all information requested on the sign-in sheet. Office staff will ask what your purpose is at the school before you can walk through the doors. Volunteer hours will be totaled and sent to the district office and Utah PTA.
- The faculty workroom has dangerous and expensive equipment that is not meant for children. Please do not allow children to be in the workroom, *even if accompanied by an adult*. Volunteers use the workroom to use die cuts and are under the direction of classroom teachers. Volunteers do not use the copy machines as the district provides two full-time aides to make copies for classroom teachers.

- While volunteering at school, you might hear or see things that should not be shared with other parents or discussed in the presence of your (or anyone's) students. When working with students, you have a responsibility to keep things confidential. Please consider the impact that gossiping and disrespecting students, faculty, and staff might have on your child and the overall school community.

PTA

Draper Elementary has an active parent-teacher association that works cooperatively in the interest of your child and the school. Your support of the PTA is appreciated. There are a variety of volunteer options that can match your schedule and availability. The Draper PTA recognizes the tremendous efforts that our volunteers make to help our students achieve the highest levels of success. Thanks for all you do!

For more information about the PTA, visit:

<https://draper.canyonsdistrict.org/about-the-pta/>

To become a member of the PTA, visit: <https://draperelementarypta.memberhub.com/>

PTA Memberships are \$6 and are renewed annually.

School Community Council

Draper Elementary has an active School Community Council (SCC), which provides the school with valuable community input and insight. This group consists of parents, teachers, and administrators who meet at least quarterly during the school year. The members of the community elect the council members at the beginning of the school year.

For meeting details, agendas and minutes, please visit our [SCC page](#). All are welcome to attend our SCC meetings.

Canyons School District SCC Information Page: <https://www.canyonsdistrict.org/scc/>

Nutrition and Health

School Lunch

Students may bring their own lunch from home, or choose one of two menu options at school. The cost of school lunch is \$2 for students and \$5 for adults. The reduced rate is \$.40, for those who qualify.

We want all children to enjoy a good meal during lunchtime. If for any reason you find yourself unable to provide this for your child, please call the office and ask for assistance. Due to Federal guidelines, food may not leave the cafeteria or school.

School lunch should be paid online or at our school.

School Lunch Menu: <https://canyonsdistrict.nutrislice.com/menu/draper-elementary>

Breakfast

Breakfast is served starting at 8:15am. Students check-in at the front office before heading to the cafeteria. The cost of school breakfast is \$1.00 for students. The reduced rate is \$.30, for those who qualify. Breakfast menu can be found here:

<https://canyonsdistrict.nutrislice.com/menu/draper-elementary>

Your student's lunch account will be charged for breakfast.

Medications

Utah law (53A-11-01) requires that schools can only administer prescriptions and non-prescription medications with the following guidelines. Prescription and over-the-counter medicines in the original container with specific directions are to be kept in the front office along with a form that needs to be filled out and signed by the parent and physician. **These forms must be resubmitted each year.** The required medication forms are available in the front office. The student is responsible for remembering to take his/her medicine. Please speak with your child's teacher so he/she can support your child in remembering to go to the front office at the appropriate times of medicine dispensing.

Library

Students will come to the library once a week during Brain Boosters, but may return books at any time by using the return book slot at the checkout counter in the library.

Books are checked out for a two-week period. Overdue notices are emailed home weekly. Once a student has an overdue book, their ability to check out another book may be limited. Draper Elementary will not charge late fines for overdue books. Students will only be charged to replace damaged or lost books. Our books have special reinforced bindings, which make them more expensive. We cannot accept purchased replacements UNLESS the replacement also has a reinforced binding– which our library can usually get cheaper through the district's preferred publisher since they have negotiated discounts.

Kindergarteners and first graders check out one book at a time. Second through Fifth grade may check out two books. Students are encouraged, but never forced, to check out books. An additional book may be checked out for use in the classroom with teacher permission, but it must remain in the classroom.

Students may check out and read e-books online through SORA. This is managed by the district and is separate from the school's library. Instructions can be found [here](#).

[Destiny](#) is the district's Library Catalog System that all schools in the district use to manage their book collections. Parents can log in using their students username and password to search for books at their school, see current checkouts and fines, and place holds. Without login information, parents can still search a school's collection using the library catalog.

School Library Website: <https://draper.canyonsdistrict.org/library/>

Student Conduct

Please read the following section with your student and discuss the ideas and rules. Listed below are our schoolwide rules that all good Draper Dragons should follow at all times. **It is very important to tell your student that YOU expect him/her to follow these rules!**

Draper Dragons are on **FIRE!**

Focused, In Control, **R**espectful, and **E**mpathetic

Behavior Violations

Draper Elementary supports the policies set forth by Canyons School District. In addition, the school will also utilize a positive behavior intervention support (PBIS) model that is founded in Multi-Tiered Systems and Supports. We are a learning institution and will strive to do what we can to increase the academic time that students are in class.

If they are not at school, it makes it more difficult to provide a quality learning experience. When students exhibit negative behavior that does not support the educational environment, we will strive to provide a progressive and positive approach by giving warnings, parent conferences, detention, in school suspension, community service, personal safety plans, plans of supervision, contracts, attendance at district classes in anger management or truancy with parents, district level hearings, and other individualized alternatives as deemed necessary by administration.

Bullying

At our school, we believe that bullying of any kind is unacceptable. All students should be free of worries about being bullied. All students at our school will learn universal rules and expectations about bullying as well as different tools they can use to prevent or respond to bullying. At Draper Elementary, we define bullying as one-sided, intentional, and repeated behavior by one or more students. When someone purposely hurts, frightens, or threatens someone else or when

someone purposely leaves out, ridicules, spreads rumors or makes offensive comments towards someone else.

Cyber Bullying

Senate Bill 304 (signed March 22, 2001) defines “cyber bullying” as:

Using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.”

Serious Behavior Violations Include

- Dangerous behavior/fighting may result in suspension or exclusion.
- Persistent behavior problems may result in suspension or exclusion.

Severe Behavior

For serious violations, a student may be suspended from one to ten days or suspended awaiting a district level hearing.

Severe Behavior Violations Include:

- Possessing weapons (regardless of intent)
- Hurting other people
- Gang-related activities
- Causing problems when riding buses
- Possession or distribution of drugs or other illegal substances.

Assembly Conduct

Assemblies and activities shall be considered special student privileges where participation is contingent upon appropriate behavior. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending and may be subjected to disciplinary action.

Bathroom Conduct

Each student is expected to demonstrate proper behavior when using the restroom. Cleanliness and good health habits are expected. The toilet should always be flushed. Students

should wash their hands and leave the restroom clean. Paper towels should be disposed of in wastepaper baskets. Students who disregard the rules will be disciplined.

Cafeteria Conduct

Please remember that food, milk cartons or other drinks may not be taken out of the cafeteria. Make sure to wash your hands with the available hand sanitizer before entering the cafeteria.

Playground Rules and Conduct

- All students will be allowed to participate in organized games.
- Students will treat supervising adults with respect and follow directions.
- Contact games include tackling, shoving, or pushing are not allowed.
- All playground equipment should be used properly.
- Students may not leave the grounds to retrieve playground equipment.
- No sliding on ice, throwing snow, rocks, etc.
- Fighting is not allowed. Students who engage in this behavior may face suspension and their parents will be contacted.

Violations of these rules may result in the loss of recess on the playground.

Dress Code

- Clothing should be clean, neat and in proper repair
- Students should wear appropriate clothes for the weather each day
- Students may not wear:
 - Shorts shorter than the wearer's 4-finger span above the knee
 - Tops that do not cover the shoulder with at least a 4-finger span
 - Gang-related clothing of any kind
 - T-shirts depicting violence, use of drugs, alcohol or other inappropriate slogans

Additional School Policies

The following policies have been created to help students attain the highest level of academic success and to keep each child at Draper Elementary as safe as possible. Parents, please help your child by being an example and following all of the rules as outlined below.

Bicycles and Scooters

- Students must **walk their bikes and scooters** when on school property, including on sidewalks near parking lots and where students are being dropped off or picked up.
- Students are responsible for securing their ride in the bike rack.
- Students should wear protective helmets.
- Lost or stolen bicycles and scooters are not the responsibility of school personnel.
- Students who do not follow these rules may have their bicycle or scooter taken away and may lose the privilege of bringing them to school.
- If a bicycle or scooter is taken from a student, a parent will need to retrieve the item from the school.
- The following items are **not allowed on school campus**: Skateboards, Rollerblades, Rollerskates, Heelys.

Closed Campus

Draper Elementary School is a “Closed Campus.” Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined above. Under no circumstances may a student leave school without permission from the office.

Drugs and Alcohol

The following substances are prohibited at school:

- Illegal drugs
- Alcoholic beverages
- Illegal psycho toxic chemicals (inhalants)
- Prescription medications in excess of an 8-hour dosage
- Over-the-counter medication in excess of an 8-hour dosage
- The possession, use, or distribution by students of any substance listed above is prohibited on school property, or at any other extracurricular, school sponsored activity that is held off school property.

Violations will result in the strict application of Canyons District’s Drug and Alcohol Policy.

Emergency Drills

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures. In the event that a real emergency occurs, you will need to check your student out in an orderly fashion as directed by the office staff in order for us to safely account for our students.

Exclusion Policy

Canyons District students and employees are entitled to a learning/working environment that is free from unlawful and violent acts. Students whose actions pose a threat to the health and safety to students and staff members shall be suspended and/or excluded from school.

Field Trips/Volunteers

Students will have the opportunity to participate in various field trips that are fun and geared towards reinforcing classroom learning objectives. Any adult volunteering in a classroom or on field trips needs to undergo a free background check. See Volunteer information above. We appreciate your willingness to help out at our school.

Gum

Gum is not allowed on school grounds during the school day.

Personal Items at School

Canyons School District is not responsible for any personal property that is lost, stolen, or vandalized. Though recess equipment is available at school, some may choose to bring a ball from home. Please understand that the ball may be shared with peers. Equipment that poses safety risks should be left at home (i.e. baseballs, lacrosse equipment, bats, etc.).

Cell phone and smart watch use during school hours is prohibited. Toys or distracting items should not be brought to school. Please identify your child's items so that we can return lost items directly to the students rather than simply adding them to the lost and found. Know that a couple times a year (after parent teacher conferences), unclaimed items from the lost and found are donated to local charities.

Recess

When students go out to recess, they are encouraged to wear proper footwear to prevent unnecessary injury. There is blacktop space, playground equipment, and plenty of grassy areas for students to play. Students should include others in games and follow the school rules to ensure that they are safe, responsible and respectful while at recess. When the temperature drops below 22 degrees Fahrenheit or when students will get wet from being outside, students have their recess indoors. Students are encouraged to dress appropriately to be able to participate in recess on cold or snowy days (see Dress Code).

Student Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other verbal, visual, electronic, or physical conduct that adversely affects a person's educational opportunities, relationships, and environment. Sexual harassment may include but is not limited to the following:

1. Sex role stereotyping,
2. Visual or verbal gender abuse, and
3. Unwelcome sexual behavior

Students who engage in this behavior may be suspended from school.

Student Illness

A student who becomes ill during the school day will report to the front office. The student or an office staff member will call the numbers listed on the registration account completed by the parent/guardian at the beginning of the school year. **If your student's registration account information is inaccurate, please update this information as soon as possible.** In case of an emergency, emergency responders and the student's parents will be notified. **Under no circumstances may a student leave school without permission from the front office.**

Telephones/Phones/Electronic Devices

The office telephone is a business phone and should be used by students for emergencies only. **Parents should not call students at school except in emergencies.** After school arrangements should be made by families **prior to the school day beginning** to alleviate an inordinate amount of calls being answered and made by students at the end of the school day. Students are welcome to use their electronic devices (including phones and watches) **before or after school.** Electronic devices may not be used or displayed during the school day. Students found using electronic devices during instructional time will be subject to the following:

First Warning	Student is asked to put device in the student's backpack.
Second violation	Teacher takes the device and keeps it until the end of the day.
Third violation	Teacher gives the student's device to the Principal and the student will get their device at the end of the day.
Fourth violation	Teacher gives the device to the Principal. Parent must come to school to get the device.

Confiscated electronic devices will be returned when a parent comes into the school to pick it up from an administrator. Lost or stolen electronic devices are not the responsibility of school personnel.

Visitors

School District policy requires that ALL visitors sign in at the Main Office. Please have your ID when checking in. Unidentified visitors are never allowed on campus. If you'd like to volunteer at the school, please see Volunteer information above. All volunteers must have a background check completed prior to volunteering.

Transportation

Busing

Details regarding qualification and bus stop locations can be found at <https://www.canyonsdistrict.org/depts/transportation/>. Students who live outside the school busing area do not qualify for busing to school and are encouraged to use the [safe walking route](#) detailed on our school's website. Additionally, students who live outside the busing area of the school may fill out an application for a "space available" bus permit that will be granted to students who live furthest from the school, as there is space available, after all qualified students have a reserved seat. Those applications are accepted from the first day of school to the 15th day.

Drop-Off/Pick-Up Procedures

We would like to thank our Draper Elementary parents in advance for their cooperation in helping us achieve the goal of making the parking lot safe for the children and more convenient for each of you. **Please follow these safety guidelines to ensure that you can get in/out quickly and safely.**

- Please **have your child ready to exit** the vehicle when you arrive at the school. It is hard to keep the flow of traffic running smoothly when we have last minute problems being fixed in the car at the curb. We do understand that there may be a day when you are running behind, but if you need a few extra minutes with your child, please park in the parking lot and have them use the crosswalk.
- **Avoid the use of cell phones** while driving in the parking area.
- Drive **slowly and cautiously**.
- When you need to cross the street/thru-lane, please **cross at the crosswalk** for safety.
- Please **pull all the way forward when you drop your child off**. We understand how convenient it is to drop off at the crosswalk, but it makes it very difficult for our other parents to drop off their children. If everyone pulls as far forward as they are able, we can get more cars in and out of the drop off lane quickly and safely.

- Please have your child **exit out the right side of the vehicle**. It is not safe for them to exit on the left as they are then exiting into a thru lane. Please never stop in the thru lane, especially to let your child out. This not only impedes the traffic but is VERY dangerous for your child.
- Please **DO NOT use the North parking lot** (Bus Drop Off Area) **and West parking lot** (Kindergarten and Staff Parking) for drop off and pick up between 8:20-9:00 am and 3:20-3:45. These areas are strictly for staff and buses
- **Drivers must remain in the car** unless their vehicle is parked in a designated parking stall with the engine turned off.
- There is **no parking in the red zone**. If you have to exit your vehicle, please park in the parking lot.
- Students are not allowed to enter the parking lot without a parent.

Safe Walking Route

- Please understand and follow patterns listed in your listed “zones” safe walking routes and work with your children to make sure they understand the safe routes to/from school.
https://draper.canyonsdistrict.org/wp-content/uploads/sites/323/2020/01/Draper_Elementary_Safe_Walking_Route_Plans.pdf
- Be sure those safe routes include crossing roads on crosswalks and with crossing guards as possible.
- When riding wheels to school (bike, scooter, etc):
 - Please wear helmets and use crosswalks and sidewalks
 - **Walk** bikes/scooters when on school property
 - Park wheels in designated bike/scooter racks located on the East and West sides of school

Summary

The school administration and staff here at Draper Elementary want to prepare your student(s) to be enthusiastic, responsible, life-long learners who achieve to the best of their abilities and are prepared for the challenges of a global society. We believe your student’s optimal education requires the unified and collaborative effort of fellow students, parents, educators, and the entire community.

Our goals at Draper Elementary include ensuring that each child has a safe, positive, and caring learning environment. Students who choose not to follow the rules in this Student/Family Handbook may lose school privileges. Frequent or serious violations of the code will be investigated and, if necessary, a parent conference held. Violations may result in suspension from school.

Thank you for taking the time to read this Student/Family Handbook. If you have any questions or concerns, please feel free to contact the office at 801-826-8275 or the administration at ronnie.mulqueen@canyonsdistrict.org.

Signatures

We have read and understand the Draper Elementary Code of Conduct.

Student's Name Printed

Student's Signature

Date

Parent's Name Printed

Parent's Signature

Date