

Panorama Elementary Parent & Student Handbook



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Dear Parents and Students,

At Panorama Elementary, we are committed to doing all we can to help each of our students to have a safe, friendly place where they can learn and grow towards becoming productive, caring citizens. We have a welcoming, excellent faculty and staff. We have a wonderful community of parents and families. The students are generally well behaved and excited to learn. This handbook is to help you and your student(s) to better understand the policies and procedures that we follow at Panorama Elementary.

School office hours: 8:00 AM-4:00 PM

Daily Schedule:

Monday - Thursday	8:25 - 2:35
Friday	8:25 - 1:00

Early Out, Initial testing, SEP's	11:30
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About Panorama Elementary

Panorama is a Title 1 School. Title 1 is a federal program through ESSA, the Every Student Succeeds Act, that is designed to

- ❖ Help students achieve academic success in Reading, Mathematics and science.
- ❖ Provide support for children learning English.
- ❖ Increase student achievement in high poverty schools through school--wide reform.
- ❖ Build teacher quality through researched-based professional learning opportunities and
- ❖ Enhance parents' abilities to help their children succeed through quality parental involvement.



As a Title 1 school, we offer the following additional services to children at our school

- ❖ Smaller class sizes
- ❖ Increased number of paraprofessionals
- ❖ Increased technology capacity
- ❖ Preschool
- ❖ All day Kindergarten
- ❖ Highly qualified teachers
- ❖ After school programs.

Title 1 qualification is based on the percentage of Free and Reduced Lunch participants in our school. If you are interested in learning more about qualifying for Free and Reduced Lunch, visit with our Title 1 Site Coordinator, Principal, or one of our office secretaries. You may also apply online for Free and Reduced Lunch directly at: <http://www.washk12.org/food-service/free-and-reduced>

Free and Reduced

Free and reduced breakfast and lunch are available to families who qualify. If you think you may qualify, whether you want free lunch or not, please fill out an application.

<p>Scan Below for the English Application for Free and Reduced Lunch for the 2022-2023 School Year</p> 	<p>Scan Below for the Spanish Application for Free and Reduced Lunch for the 2022-2023 School Year</p> 
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School/Parent/Student Compact

<u>School Responsibilities</u>	<u>Parent Responsibilities</u>	<u>Student Responsibilities</u>
AS A SCHOOL, WE WILL:	AS A PARENT, YOU WILL:	AS A STUDENT, YOU WILL:
<ul style="list-style-type: none">• Provide a positive learning environment for all students.• Provide high quality, challenging, and engaging instruction in a supportive environment.• Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.• Provide information on individual student progress.• Share responsibility with the student and parents in striving toward student achievement.• Hold parent teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.	<ul style="list-style-type: none">• Provide your child with a healthy home environment.• Support discipline, and attendance policies.• Communicate with your child's school and teacher as much as I can.• Visit your child's school and participate in school events when I can.• Stay informed about your child's education and communicate with the school by promptly reading all notices from the school or school district and respond as appropriate.	<ul style="list-style-type: none">• Ask for help when I need it.• Read at least 20 minutes every day outside of school time.• Give your parents/guardians all notices and information given to you by the school.• Follow the school expectations.

Parent & Family Engagement Policy

In order to support and encourage parental engagement, we are committed to the following:

School Goals and Responsibilities

- The school will provide programs, activities, and procedures for the engagement of parents and families.
- The school will provide a School Parent Compact that will be developed with teacher and parental input. This will provide responsibilities for the student, the school, and the parents.
- The school will annually report to the parents the status of the Title I program, as well as other Title I services available to children and parents.

Information Distribution

- The school will establish consistent and effective communication between parents in a language they understand through the following means: email, texts, Panorama Facebook page, the Panorama website, class newsletters, Panoram marquis, and other media forms as appropriate.

Parent Participation

- Parents will be notified and provided the opportunities to attend all family night activities.
- The school will provide parents with specific opportunities to be involved in their child's education: grade-level field trips and programs, classroom parties & volunteering, school-wide assemblies, reading to/by/with students, hands-on activities, safety, etc.

Parent Support

- The school will hold all district calendared Parent In Education Nights (PIE) and SEP's. When parents are unable to attend, the school will provide optional appointments.
- Parent training will be provided during family nights.
- Our school counselor will be available during school hours to provide info on community services, parenting tips, and other support by request.

General Policies and Procedures

Attendance

WASHINGTON SCHOOL DISTRICT ATTENDANCE POLICY

Students under the age of 18 are required to attend school unless exempted by law. Parents have the responsibility to monitor regular school attendance for their children and to have them at school on time each day. Please make all efforts to contact Panorama any time your child is absent from school. This includes absences for illness, travel, or possible family emergencies. Please remember, research shows that the fewer absences, the better children do in school.

A whole year has 365 days. A school year has only 180 days. That leaves 185 days to spend on family time, visits, holidays, shopping, household jobs and appointments. Absences can't always be avoided BUT consider the benefits of regular school attendance.

"A growing consensus of researchers points to chronic absences as one of the strongest but most overlooked indicators that a student will: become disengaged, fall behind academically, fail courses and eventually drop out of school." ~Sparks, 2010

However, if your student is ill and / or has symptoms, please keep them home.

Absence and Illness

- ❖ Please be sure there is an emergency number where parents can be contacted for any reason.
- ❖ No child will be released from school without parent or guardian permission.
- ❖ Students are required to attend 179 days. Please plan your vacations, dental and doctor appointments at times which will not conflict with your child's education.
- ❖ Excessive absences may result in possible referral to court for educational neglect and/or truancy referral.

Tardies

Some of the most important instructions and information for your child are given during the first few minutes of each class period. Please make every effort to have your child to school on time each day. Tardiness also impacts the entire class because of the interruption created when the student arrives late. Students are expected to arrive promptly to all classes, and be prepared to meet the daily academic and behavioral expectations of each classroom teacher.

School Visitors

Parents are welcome guests at school and are encouraged to visit, or volunteer to help in the classroom. All visitors to Panorama must check in at the Main Office (Attendance Window). When visiting during class instruction time, please be sensitive to classroom activities, instruction, and student learning...please do not bring pre-school children when volunteering in the classroom.

Closed Campus

Once students arrive at school, (whether by bus, family drop-off, or walking) they become the responsibility of the Panorama faculty and staff. Students are not permitted to leave campus unless checked out by a parent, guardian, or identified family member. School district policy requires a current photo ID when checking students out of school for any reason.

Phone Policy

There is a phone in the office for student use. Students should seek permission from their classroom teachers to use the office phone when they need to call a parent. The office phone may not be used to arrange playtime with friends. Please call with student messages only in emergencies. Whenever possible, please plan ahead so that calls do not disrupt learning.

Cell Phones

Our student policy is “Off and Away”. Cell Phones can be a major distraction to the educational environment. If students bring a phone to school they must remain in backpacks during instructional time, lunch, and recess. On first offense, the student will be reminded of the policy. On the second offense, the student will visit with the school administration. The phones may be confiscated by the teacher or administrator and a parent can pick the phone up at the office.

School Rules

All students are expected to follow school rules. Showing respect for people and property allows everyone the opportunity to learn in a safe, pleasant environment. Teachers and staff model socially acceptable behaviors and instruct students to follow the school rules. If an administrative intervention is needed, parents may be notified, based on severity of the infraction. Washington County School District has a zero tolerance policy for:

- Controlled substances
- Smoking or alcoholic beverages
- Bullying of any kind
- Violence, stealing, or use of profanity
- Sexual harassment
- Possession of a weapon, real or facsimile
- Willful destruction of property

School Wide Rules and Expectations

1. Be respectful
2. Be responsible
3. Keep hands and feet to self
4. Follow directions the first time
5. Be there Be ready

Play Equipment

1. Check out equipment from the teacher. Students who do not return equipment or use it improperly will lose the privilege of checking out equipment.
2. Do not bring personal equipment or toys unless teacher permission is given. Please put names on personal items.
3. The use of wood or metal baseball bats is prohibited. Only “safety” baseballs or softballs are allowed. No hard balls such as baseball and golf balls are to be brought to school.
4. Balls are to be kept off the roof, building, windows and doors.

Medications

- ❖ Our school has designated at least one staff member to be responsible for the safekeeping and administration of all medications. In our school this is the secretary and Health Aide. Our Health Aide keeps a record of each administration and stores the medication.
- ❖ Medications may only be administered to a student if an authorization form for dispensing medication is filled out by the parent and the physician. This is available in the school office.
- ❖ All medications need to be in a pharmacy or physician labeled container.
- ❖ School employees are not allowed to give out aspirin, cough drops, etc. In the event of an injury at school, parents will be notified.

Head Lice Policy:

- ❖ With the exception of the common cold, head lice infestation affects more school aged children than all other childhood communicable diseases combined, according to reports from the Centers for Disease Control.

If your student is identified with having lice or exposure, our Health Aide will notify you with mitigation information.

General Policies and Procedures

Lost and Found

All lost items will be placed in “lost and found” bins at the front entryway. Small items will be turned in at the office. At the end of each term any unclaimed items will be donated to a charitable organization. If your child has lost anything, please check with the school immediately. The child can check any time during non-classroom times. Parents are welcome to frequently check the lost and found items.

School Breakfast and Lunch

If you're experiencing financial difficulties, please fill out the Free/Reduced Lunch application. Not only will this benefit your child, but it will also benefit the school. School lunch status is confidential and there is no indication of student meal ticket status.

The federal government participated in the purchase of meals when the declared family income falls below a certain income level. Included in the registration materials is a form indicating whether or not a student will qualify for a reduced rate of pay for meals or free meals. Please complete the form and bring it to the school to have it verified by one of the school secretaries. *School lunch status is confidential and there is no indication of student meal ticket status.*

School breakfast is served daily and starts at 8:00 am. Breakfast is \$1.75, reduced breakfast is \$.30. If your child qualifies for free or reduced lunch they will qualify for free or reduced breakfast.

Lunch is served daily. School prices are \$2.25, \$.40 for reduced lunch and \$4.00 for visiting children or adults. Lunch and breakfast money can be paid in the morning. You may choose to pay a week or a month in advance. Please have your child bring his/her money to the office and include the student's name on your check. When sending cash, please put it in an envelope with your child's name on it.

Milk can be purchased separately. Milk is \$.50 a carton. Even students who qualify for free and reduced lunch must pay \$.50 a carton when they bring lunch from home.

It is the responsibility of the parent to keep track of their child's lunch account. Automated phone calls are sent home as reminders.

Lunch workers

Students in 4th and 5th grade participate in helping in the lunchroom. When they participate, they receive a free lunch. We appreciate their help. It is a learning and service opportunity for them as well. Teachers select students.

Library Policy

Any library books, which are damaged or lost, must be paid for before students are allowed to check any more books out. All library books should be returned to the library before students check out of school.

Kindergarten Information

To be eligible to enter Kindergarten, a child must be five years of age on or before September 1st of the year in which admission is being requested. Also, Utah law requires evidence that a child's immunization record is current and complete. No child will be allowed to register without proof of immunization. For details on what is required for immunization, please visit with one of our secretaries.

Elementary School Counselor

The counselors on the elementary level serve in many capacities in the school. They provide school-wide support for various programs, such as: parenting support, violence prevention, character education, schools-to-career, academics, and behavior management.

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The counselor is a problem solver for students, teachers, parents and administrators. They will work with students one-on-one, in small groups, or in the classroom to develop social skills, study skills, coping skills, self-management skills, etc.

The goal of the counseling program is to provide a positive outlook for each child and reduce or eliminate any personal concerns that may distract or slow down the learning process of the student. Our counselor is assigned to work in our school 4 days a week.

Non-Discrimination Statement

It is the policy of the Washington County School District Board of Education to not discriminate on the basis of race, color, national origin, religion, age, sex, or any other non-merit factor in its educational programs, activities, or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination in Employment Act of 1974, and the Americans with Disabilities Act of 1990. Equal opportunity is a priority of the Washington County Board of Education. The Washington County School District is also committed to provide co-educational course programs including physical education and other athletic opportunities for both sexes as required by Title IX of the Educational Amendment of 1972.

Prevention of Sexual Harassment (Excerpts from WCSD Policy 1420)

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the harassment is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school and such harassment takes place in a context subject to the School District's control.

Bullying-- (WCSD Policy 3519)

Washington County Schools do not tolerate bullying. The WCSD School Board has adopted an "Anti-bullying Policy." This policy can be viewed in more detail at the district website.

Special Education Services

We have available special support services for students who have physical, medical, emotional/behavioral, and learning challenges. A speech-language pathologist works with speech, language, and hearing needs. A physical therapist, an occupational therapist, hearing specialist and a vision specialist are available to consult with our special education staff.

We have resource programs where certified teachers track special education students in the regular classroom and give support when necessary. They will also pull students into their own classroom for individual and small group instruction.

Each qualifying student has an Individual Education Plan (IEP) that is developed by the parent, student, teacher, administrator, and support staff. Students with more severe disabilities receive more support services.

Treats at School (WCSD Policy 3320)

At times parents want to bring treats for special occasions such as birthdays or holidays. We ask that you abide by the district and state policy referenced above. Basically, it says that we cannot accept treats or food items that are **homemade**. They must be made commercially. When homemade treats are brought, we will have to send them back home.

Student Dress Code (Excerpts from WCSD policy)

Dress and Grooming standards:

- The attire (apparel) and grooming of all students should be neat, clean and safe.
- Students have the responsibility to avoid apparel that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid apparel that is offensive, represents a risk, or threatens student safety.

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- Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans, pictures or graphics, or promoting substances illegal for consumption by a minor, will not be allowed.
- Clothes that are mutilated or immodest are not appropriate school wear. Dresses, shorts, skirts, shirts, and blouses should be modest in length and not revealing. (Tank tops, tube tops and garments that reveal undergarments may be considered revealing).
- Hats are not to be worn in school buildings during regular school hours.
- Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.
- Footwear must be worn and should be safe and hygienic. Shoes, boots and sandals are considered suitable footwear.
- Extremes in body piercings, hair styles and hair colors may be considered a distraction or disruption.
- Gang behavior, apparel or grooming is not appropriate at school. (Reference Safe Schools Policy 2110)

Grades

How are Levels of Proficiency Determined?

There are four levels of proficiency. The levels are based on the core standards, learning targets, and objectives where Level 3 is the expectation for the standard. Teachers reference the proficiency scales when creating assessments and rubrics for those assessments.

Four levels of progress are noted on the report cards using a numeric marking system (4, 3, 2, 1). On a Evidence Based report card, a mark of "3" is the expected goal for students, which indicates that the student is meeting the requirements of the academic standards for his/her grade level.

- **4 Beyond Grade-Level Standard ...Beyond Proficient.** Student consistently demonstrates an understanding above and beyond what is expected at this grade level and requires differentiated instruction...Beyond Mastery of learning standards.
- **3 Meeting Grade-Level Standard...Proficient.** Student consistently demonstrates proficiency of the knowledge and skills expected at this grade level...Proficiency of learning standards.
- **2 Approaching Grade-Level Standard...Approaching Proficiency.** Student is adequately progressing toward mastery of the knowledge and skills expected at this grade level...Approaching Proficiency of learning standards.
- **1 Minimal Grade-Level Standard...Minimal Proficiency.** Student is not yet demonstrating an understanding of the knowledge and skills expected at this grade level...Minimal Proficiency of learning standards.

General information and guidelines

1. Students should not arrive before 7:45 a.m. Breakfast will be served at 8:00 a.m.
2. Panorama is a closed campus. Students will not be leaving school grounds for lunch unless special arrangements have been made with the school and parent..
3. Leave toys at home. Problems arise when they are brought to school. This is a learning environment - toys disrupt and cause only problems. We are not responsible for lost toys.
4. Motorized scooters and shoes with hidden wheels are not allowed at school.
5. Bicycles and scooters should be walked on and off campus and walked across crosswalks. Bikes should be locked here at school. There is an enclosed bike rack available that is NOT locked. Remember that helmets help save lives.
6. We ask that all parents and visitors please check into the office when visiting. Also, when picking children up prior to school being out, please come to the office and sign them out – please do not go directly to their class. If older siblings are sent to pick up students during school, we need to hear from parents prior to them being picked up.
7. Treat others with respect. Never fight to resolve problems. Talk it out. If that doesn't help, get an adult. Those who engage in fighting will be removed from the school.

Safety Guidelines for coming and going to school (for students and parents)

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1. Students should stay on sidewalks and cross roads only at intersections. Remember to look both ways before crossing. Where available, students should use the intersections with crossing guards. If crossing guards are unavailable, students should use crosswalks.
2. Students should have a planned route to and from school that is discussed with parents. They should also have a planned alternative route in case of emergencies. Please review these with your children.
3. Parents, please set an example. Please use the crosswalks instead of walking in front of or behind cars when walking through the parking lot. Please do not drive past the "Do not enter" signs. Park where your child can get to the car without crossing traffic. It is very congested in front of the school. Please do not leave cars unattended while at the curb of the school loading zone. Traffic flows smoothly if you pull up at the curb to pick up while allowing through traffic to pass. Please do not double park in the front of our school – it is dangerous to our students.
4. We do practice Emergency Drills on a regular basis. They include: Fire drills, Lockdowns, Earthquake Drills, and Shelter in Place Drills. We have recently been trained by the State and Local agencies to help us become more efficient. If you have questions regarding this, please visit with our principal or teacher.

School Safety Plans

<https://washk12.org/students-and-parents/emergency-plan-flipchart>

Panorama Elementary has safety plans and procedures in place in case of fire, "lockdown" emergencies, situations requiring that we "shelter in place", and earthquakes. If any such emergencies were to happen, know that we will do everything possible to protect all of our students and staff members. Parents will not be allowed to pick up children until approved by proper authorities. Please click on the link above for the WCSD detailed safety plans.

Important Phone Numbers

- Emergency Assistance 911
- Dixie Medical Center 634-4000
- Ambulance 634-5899
- Poison Control Center 1-800-456-7707
- St. George Police 634-5000
- Southwest Center (mental health) 634-5600
- Washington Co. Sheriff 656-6500

24 hour Emergency Care

- Family Support Center 674-4111
- Youth Crisis Center 656-6129
- Dove Center 628-0458
- Report Child Abuse 652-2960

Community Human Resources

- Adult Protective Services 1-800-371-7897
- Bureau of Eligibility Services 674-3800
- CASA volunteer program 627-0894
- Child Abuse Prevention Center 1-801-393-3366
- Child Care resource center 628-4843
- Children's Justice Center 634-1134
- Child Protective Services 652-2960
- Community Gang Ed 986-9776
- Community Resource Center 688-4123

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- Division of Child and Family Services 652-2960
- Dixie Care and Share 628-3661
- Family Violence Helpline 652-2960
- Fifth District Court 986-5700
- Washington County Family Center 652-4725