

### **Emergency Evacuation of the Building**

Appropriate rules, directions, and drills will be introduced to students and practiced in case of emergencies. **IN THE EVENT OF AN EMERGENCY, THE POLICY OF THE SCHOOL WILL BE TO HAVE STUDENTS REMAIN ON THE SCHOOL GROUNDS UNTIL PARENTS CAN BE NOTIFIED OF EVACUATION MEASURES TO BE TAKEN.** Students will not be dismissed after school until conditions to return home are safe and parents are notified. **Please, in a general emergency, do not call the school because we will need to leave the phone lines open.**

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**Skateboards, Scooters, Rollerblades, Roller-shoes, and Bikes:** Students may ride their bikes to school if given parental permission. Using a lock is highly recommended. Always wear a helmet! Skateboard, scooters, rollerblades, and roller-shoes are not to be ridden on school grounds.

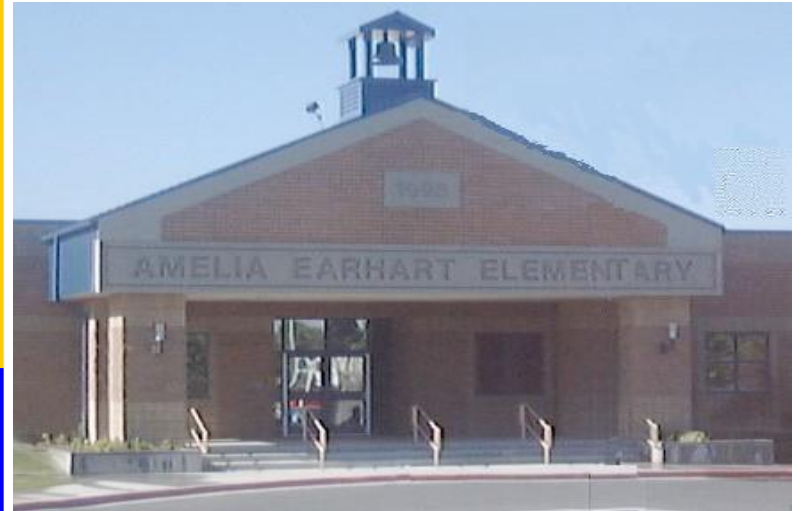
### **If you plan on Moving...**

Please notify the office and the classroom teacher at least one week in advance of moving. Be sure all library books, school texts, and materials are returned and/or accounted for. Please check with the lunch secretary to make sure all lunch accounts do not have a balance/charge.

### **SPECIAL ACCOMMODATIONS**

**In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during school sponsored meetings, activities or parent conferences, should notify Ryan McCarty, Principal, at 370-4630 at least three working days prior to the event.**

# *Parent Handbook 2021-2022*



2585 West 200 South Provo, UT. 84601  
Phone: 801-370-4630 FAX: 801-370-4633  
Provo School District Offices: 801-374-4800  
School Bus Transportation: 801-374-4860

School web site:

<http://www.ameliaearhart.provo.edu>

See District web site for a complete list of policies and procedures <http://www.provo.edu>

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The full version of Provo School District Policies can be found on the District Web page.

### **Student Drop Off and Pickup**

Bus students will be dropped off and picked up at designated areas in front of the building.

Students who ride to and from school in parent vehicles or carpools need to be dropped off in the designated areas. **(K-6 will all drop off on the North Side of the school)**

Students who walk to and from school are required to cross the street in the crosswalk area.

*Please **do not** have your children cross any streets other than in designated crosswalks to meet you in your vehicle.*

### **Checking a Student Out of School**

If a student needs to leave school during the day, they may be released to any adult **listed on Powerschool account**.

The adult picking them up needs to sign them out through the office. We **cannot** release students to anyone not listed on Powerschool information. **Students are released only through the office.**

### **Leaving School Grounds**

Students are to remain on the school grounds at all times during the school day unless they have been properly checked out through the office.

### **Staying After School**

If a student is staying after school longer than ten minutes, parents will be contacted.

### **Student Safety**

Provo City provides a crossing guard who will be stationed at Center Street and 2530 West. We strongly suggest that students coming to school, cross at this point to avoid accidents. We ask parents to help us **review** pedestrian safety with their children on a regular basis along with the importance of staying away from strangers. This includes accepting rides or talking with people they do not know.

### **Telephone Use**

Students must have permission from their teacher to use the telephone. The school phone is for emergency use only. The phone is not to be used to call home to ask permission to go to a friend's house after school. These arrangements should be made in advance. **Students may not use cell phones, tablets, electronic gaming systems, etc before, during, or after school on school property. 1<sup>st</sup> offense, device taken by teacher and returned to student at end of day with warning. 2<sup>nd</sup> offense, device taken by teacher, parent has to pick up device from teacher. 3<sup>rd</sup> offense, device taken by teacher, parent has to pick up device from principal.**

### **Visitors at School**

Parents and volunteers are always welcome at Amelia Earhart Elementary. All visitors and volunteers are required to sign in at the office when entering the building. **You will be required to wear a "Visitor" pass while in the building.** Student guests are not permitted to visit during school hours.

### Tips for Student Success

The following tips have been proven to increase student success:

- Students should get adequate rest every night in order to focus on learning the following day. Eight hours of sleep is recommended by the Board of Pediatric Physicians.
- Students should eat a healthy breakfast every morning in order to focus on learning.
- High amounts of sugar, soda, and processed foods interfere with a student's ability to concentrate and retain information.
- Parents who are involved in and support their child's education have students who try harder academically.
- Reading every day with your child not only increases their academic performance and vocabulary, it can also raise their I.Q.
- Students who complete homework every day score 10-25% higher on classroom assignments and tests.
- Students who attend school regularly and are on time not only do better academically, but become higher functioning citizens as adults.

### Mission Statement

Our Mission at Amelia Earhart is to be active learners who collaborate, persevere, ask questions, think out loud, offer solutions, and reflect on learning and actions.

We instill respect, integrity, safety, empathy, and a love of reading and learning in each Aviator.

Dear Parents,

It is our goal to provide a positive and safe environment where every student can have his or her individual needs met. Everyone at Amelia Earhart is dedicated to helping your children learn, progress, and succeed. Education opens doors, and we want to help your children become reflective life-long learners. We appreciate the support parents continually give to the school. We invite parents to be involved and welcome your input and help as we continue to set the direction and climate for the school. We encourage you to volunteer to help in the classroom and to work with the P.T.A. Parents, you are always welcome and encouraged to come to school often. When volunteering or spending time in your child's class, please work out times with your child's teacher. We ask that you not bring younger children into classes when volunteering or visiting (except when there are class parties you are helping with). Please email, call, or stop by to speak with me if you have questions, concerns, or ideas about how we can better meet the needs of our kids. We hope that you will find this handbook helpful and that you will use it during the year to clarify any questions you may have about policies and procedures.

Thank you for all you do to support the school. Let's continue the flight together!

Ryan McCarty 801-370-4630 ryanm@provo.edu  
Principal, Amelia Earhart Elementary

### History of Amelia Earhart Elementary

Constructed in 1997-98, Amelia Earhart Elementary serves the southwest corner of Provo. Built to house 650 students, the school opened on Tuesday, August 25, 1998. The school is on traditional schedule, and opened with an enrollment of over 500 students. During the 2021-2022 school year we will educate about 500 students. The school name was chosen from patron and student input. Our motto is AVIATORS RISE. The school mascot is the "Aviator".

### SCHOOL HOURS

#### (8:30 is first bell)

Monday through Thursday	8:40-3:20
A.M. Kindergarten	8:40-11:40
P.M. Kindergarten	12:20-3:20
Fridays (early out)	8:40-1:30
AM Kindergarten	8:40-10:45

### Recess Schedule

1 <sup>st</sup>	10:45-11:00
2 <sup>nd</sup>	1:30 – 1:45
3 <sup>rd</sup>	1:45 – 2:00
4 <sup>th</sup>	2:00 – 2:15
5 <sup>th</sup>	1:15 – 1:30

### BREAKFAST

Free for all students.  
**\$2.00 for adults**  
**Served Monday-Friday beginning at 8:00 a.m.**

**PLEASE DO NOT SEND STUDENTS PRIOR TO 8:00 A.M.**

### Lunch

Free for all students	
\$4.00 adult lunch	
<b>SCHEDULE (Lunch and Lunch Recess)</b>	
Cluster Class	11:40-12:15
Grade 6	11:20-11:55
Grade 5	11:25-12:00
Grade 4	11:35-12:10
Kindergarten 1	11:40 -12:15
Grade 3	11:45-12:20
Grade 2	11:55-12:30
Kindergarten 2	11:50-12:25
Grade 1	12:05-12:40

**\*If needed, assistance is available for free or reduced breakfast and lunch. Forms are available online (provo.edu) or in the school office. Forms must be renewed yearly.**

**Money:** When sending money to school, please put the check or cash in a sealed envelope with your child's name, teacher, and purpose on the front of the envelope. Instruct your student to take the envelope to the office. We encourage children not to bring any personal money to school. Online payment for lunch is available at: [myschoolbucks.com](http://myschoolbucks.com)

### FACULTY AND STAFF

Ryan McCarty  
 Kylee Perryman  
 Jonathan Hoehne

Principal [ryanm@provo.edu](mailto:ryanm@provo.edu)  
 Facilitator [kyleeh@provo.edu](mailto:kyleeh@provo.edu)  
 Title 1 Coord [jonathanh@provo.edu](mailto:jonathanh@provo.edu)

Natalie Ales  
 Leanne Arnold  
 Caitrin Bell  
 Makayla Bellon  
 Zoey Brinley  
 Becky Clark  
 Katie Davis  
 Kayleen Dewey  
 Amanda Elton  
 Abby Green  
 Linda Gunn  
 Stacy Halladay  
 Carolyn Hirz  
 Julie Holman  
 Emma Hoskisson  
 Rachele Hulse  
 Lydia Fabian  
 Leah Keller  
 Rachel Kovacs  
 Christine Lavallee  
 Anthony Lugo  
 Stephanie Marks  
 Randi McDowell  
 Tina Mecham  
 Kathy Meyer  
 Claire Murray  
 Leilani Nautu  
 Jaime Oldham  
 Joanna Pace  
 Braden Rasmussen  
 Janett Roberts  
 Macey Schlepp  
 Bailey Summers  
 Mallory Taylor  
 Ladale Tobler  
 Alyssa Wilkes  
 Gloria Wilson

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 Kindergarten [makaylab@provo.edu](mailto:makaylab@provo.edu)  
 1<sup>st</sup> grade [zoieb@provo.edu](mailto:zoieb@provo.edu)  
 4<sup>th</sup> grade [beckyc@provo.edu](mailto:beckyc@provo.edu)  
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 5<sup>th</sup> grade [kayleend@provo.edu](mailto:kayleend@provo.edu)  
 Art Teacher [amandael@provo.edu](mailto:amandael@provo.edu)  
 1<sup>st</sup> Grade [abigailg@provo.edu](mailto:abigailg@provo.edu)  
 1<sup>st</sup> Grade [lindagu@provo.edu](mailto:lindagu@provo.edu)  
 Lunch [StacyH@provo.edu](mailto:StacyH@provo.edu)  
 Unit Classes [carolynh@provo.edu](mailto:carolynh@provo.edu)  
 Kindergarten [julieh@provo.edu](mailto:julieh@provo.edu)  
 After School [emmah@provo.edu](mailto:emmah@provo.edu)  
 Spec. Ed. [rachelh@provo.edu](mailto:rachelh@provo.edu)  
 Music [lydiak@provo.edu](mailto:lydiak@provo.edu)  
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 3rd Grade [tinam@provo.edu](mailto:tinam@provo.edu)  
 Secretary [kathyme@provo.edu](mailto:kathyme@provo.edu)  
 4<sup>th</sup> Grade [clairem@provo.edu](mailto:clairem@provo.edu)  
 Unit Classes [leilanin@provo.edu](mailto:leilanin@provo.edu)  
 5<sup>th</sup> Grade [jaimео@provo.edu](mailto:jaimео@provo.edu)  
 Registrar [joannap@provo.edu](mailto:joannap@provo.edu)  
 2<sup>nd</sup> grade [bradenr@provo.edu](mailto:bradenr@provo.edu)  
 PE [janettr@provo.edu](mailto:janettr@provo.edu)  
 Media [maceym@provo.edu](mailto:maceym@provo.edu)  
 2<sup>nd</sup> Grade [baileyc@provo.edu](mailto:baileyc@provo.edu)  
 6<sup>th</sup> grade [malloryh@provo.edu](mailto:malloryh@provo.edu)  
 Brite Star [Ladalet@provo.edu](mailto:Ladalet@provo.edu)  
 3<sup>rd</sup> grade [alyssaw@provo.edu](mailto:alyssaw@provo.edu)  
 Spec. Ed. Dir. [gloriaw@provo.edu](mailto:gloriaw@provo.edu)  
 Lunch Sec

### **HOMEWORK**

Homework will be given 2-4 nights a week. It will be designed to reinforce what is taught in the classroom. Students are accountable for completing and returning homework on time. We encourage students to have a parent or responsible sibling check homework for accuracy, and offer help where needed. Homework for a sick child is available from the teacher before and after school. Completing homework increases student performance and builds responsibility. Emphasis is on daily reading and math fact fluency.

Earhart Literacy Committee:

Every student will pilot his or her own reading progression by participation in the 'Earhart Literacy Committee.' Throughout this school year students, from 1st through 6th grades, will receive an invitation to a literary buffet of chosen books. Specific books are assigned to grade levels 1st - 3rd and 4th - 6th.

Students will have opportunities to engage as insightful guests guide them through this new 'flight path' of reading material. The chosen guests may tell the background of a story or why the characters are heroes. They may even invite students to solve the main theme of the books. Do not think the reading fun stops here!

The students invited to each month's meeting of the 'Earhart Literacy Committee' will have reserved, in the school's library, a brand-new copy of that month's chosen book . . . just for them. They will be known as the 'First Readers' -forging new flight patterns for other readers to follow! Buckle your seat belts! Read on.

It is important that throughout the year students read every book on their list in preparation for the Challenges. During the year two Challenges will be held between grade levels. Challenges are a chance for students to show off their comprehension skills and schematic knowledge of each book. In case you think that the Challenges will just be plain old questions and answers: think again! There may be puzzles and sketching involved, or even the writing of poems and plays! During each Challenge, the halls of Amelia Earhart will buzz with activity as runners fly to the office with their classes' answers and/or projects.

You see, the 'Earhart Literacy Committee' aims to engage all students: students who are 'learning to read' and students who are 'reading to learn.' The Amelia Earhart faculty and staff, on behalf of the 'Earhart Literacy Committee', invite you to 'Fly High' with your student this year.

### **FEES**

There are no required fees at Amelia Earhart Elementary. All textbooks, equipment, and supplies are provided for every student. Students are welcome, but not required, to bring supplementary supplies of their own choosing. Occasionally teachers may ask you for tax-deductible donations to support specific class activities. These contributions are completely voluntary, and we appreciate your generous support. No child will be penalized for not making a donation nor be deprived of participation in any activity.

### **PARENT LINK**

***Each family will receive periodic digital "Parent Link" newsletter throughout the year. The newsletter will contain important information concerning school activities, rules and other pertinent information.***

### **Emergency Information**

**It is important that the school be informed of necessary work and emergency phone numbers. In the event your child becomes ill or is injured at school we need current information. Please contact the school to update student information, or login to Powerschool with your parent account to update any changes.**

### **IMMUNIZATIONS**

**THE FOLLOWING IMMUNIZATIONS ARE REQUIRED BEFORE ADMISSION TO SCHOOL: DPT-5, POLIO-4, MMR-2. HIB, HEP A-2 (Kindergarten and 1<sup>st</sup> graders), AND HEP B-3 (4<sup>th</sup> grade and younger), VARICELLA 2(Chicken Pox) for kindergarteners and 1<sup>st</sup> graders. TB (TUBERCULOSIS) IS REQUIRED FOR STUDENTS COMING FROM FOREIGN COUNTRIES OR SPECIFIED STATES. (CHECK WITH OFFICE)**

### **STUDENT MEDICATION**

**NO MEDICATION CAN BE BROUGHT TO SCHOOL OR DISPENSED BY THE SCHOOL WITHOUT THE COMPLETED OFFICIAL FORM. ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER WITH COMPLETE INFORMATION ATTACHED (NAME OF MEDICINE, PRESCRIBING PHYSICIAN, PATIENT, DOSAGE, AND INSTRUCTIONS). FORMS ARE AVAILABLE IN THE OFFICE AND MUST BE UPDATED YEARLY.**

### Dress Standards

Dress is important at Amelia Earhart Elementary. How students dress often affects their behavior and classroom work. Cleanliness, orderliness, and modesty are our objectives. The age and physical maturity of a child is considered in determining if a student is dressed appropriately.

### Attendance

Please send your child to school on time. Tardiness disrupts classmates and interferes with learning. Please do not send a child to school ill. Whenever a child becomes ill at school, parents will be notified. Please notify the office by 9 a.m. to excuse a sick child. (Refer to Safe Schools Policy booklet or <http://www.provo.edu>)

In order for your child to learn it is important that they be in school. Before school, all students will remain outside the building until 8:30. (If eating breakfast, they will enter the lunchroom from the outside southeast door.) In case of inclement weather, students may wait inside the door, but may not walk through the halls or enter doors which are not at their grade level. Students should not arrive before 8:10 a.m. unless they are eating breakfast. There is no supervision prior to that time. The first bell rings at 8:30 a.m. followed by a tardy bell at 8:40 a.m. Students should be in their classrooms ready to begin school by 8:40 a.m. Afternoon Kindergarten students should not be dropped off before 12 noon. Kindergarten teachers are not available to supervise them before this time.

### THE DRESS POLICY IS AS FOLLOWS:

**\*Footwear:** Shoes or sandals are required at all times. Flip-flops are not recommended as they pose a safety issue. Rollerblades and roller-shoes are not allowed at school.

**\*Logos:** Clothing and jewelry may not display obscene or suggestive words or pictures that portray or advertise any substance, which a student cannot legally possess or use.

**\*Shirts/Blouses and Shorts:** Make sure shorts are past the finger tips. Please make sure shirts (or cutoffs / tank tops) cover undergarments and are not low cut or revealing from front, back, or side.

### ACCESSING STUDENT INFORMATION

*Parents may access their own student's information (1<sup>st</sup> grade through 6<sup>th</sup> grade) directly from home by following these steps:*

1. Log onto your internet provider. Type in <http://www.provo.edu>
2. Click on **Grades & Attendance (listed under For Parents on the Menu Bar). See [grades.provo.edu](http://grades.provo.edu)**
3. In the box marked User Name, type in your child's Student ID number.
4. The password is your child's birthdate. Use slash marks in between the month/day/year. Do not use 02 for months like February. (Example 2/3/95). Press return or LOGIN.
5. Your child's grades will appear under the term Q1=Quarter 1, Y1 is the grade for the year.
6. If you have questions about individual scores, double click on the grade for the class, and it will give you a breakdown of each assignment.

\*Parents can also view and print a Standards Report for their child on this page. Under your child's picture (top right) use the drop down box.

### Acceptable Computer Use Policy:

**This policy will give your students the privilege of working on the numerous technological advantages at Amelia Earhart Elementary.**

### AVIATOR and Learning Pit

At Amelia Earhart Elementary, we believe that being a good learner is more than just sitting quietly and listening. We believe students need to learn 21<sup>st</sup> century skills as shown below to become actively engaged in their own learning. We also believe that students need to be willing to do hard things including persevering to get out of the learning pit when they encounter new and challenging things.



**A**s a good learner

**V**alue collaboration

**I**persevere

**A**sk questions

**T**hink out loud

**O**ffer solutions

**R**eflect on my learning and actions



### School-Wide Expectations

We want all AVIATORS to RISE. RISE stands for **Respect, Integrity, Safety, and Empathy**. We want our AVIATORS to RISE at all times, and we believe that helping students achieve these skills is equal in importance with academic growth. Students have helped us come up with specific expectations in our school.

#### Recess

**Respect** – Share the playground, respect others personal space, keep language positive.

**Integrity** – Be honest with self and others, walk away from anything that makes you feel uncomfortable, follow the rules even when no one is watching.

**Safety** – Make sure the supervisors can see you, take care of equipment, keep yourself and others safe.

**Empathy** – Uplift those around you, include others.

#### Bathroom

**Respect** – Use quiet voices, leave area clean

**Integrity** – Only go when needed, go-flush-wash-return

**Safety** – Keep feet on ground, report problems to a teacher, use things as they are meant to be used

**Empathy** – Hand and eyes to self

#### Hallway Behavior

**Respect** – Quiet feet, keep hallway clean, closed mouth, acknowledge others in an appropriate way (e.g. smile and wave)

**Integrity** – Go straight to your destination and straight back using the most direct route

**Safety** – Walk at all times in straight lines on the right side of the hallway, face forward

**Empathy** – Limit distractions to others, hands to self

#### Cafeteria

**Respect** – Be kind to others by saying please and thank you, keep hands and feet to yourself, be patient in line, raise your hand and wait to be excused

**Integrity** – Take and eat only your own food

**Safety** – Clean up after yourself, keep food to yourself

**Empathy** – Invite others to eat with you, help others be happy

## Discipline

### Discipline Philosophy

The discipline philosophy at Amelia Earhart is based on:

- trust
- a positive climate
- a simple structure of rules
- logical and natural consequences

Challenging and exciting work is the best motivator for students. Therefore, teachers have the primary responsibility for enhancing and maintaining an effective learning climate.

We believe that the atmosphere at Amelia Earhart Elementary should be characterized by RESPECT for adults and those in authority and a reciprocal respect for the dignity and individuality of a child. We believe these standards are specific enough to develop self-discipline. We support the value and importance of our school standards:

**(RISE)**

1. Respect
2. Integrity
3. Safety
4. Empathy

Success in a child's development comes in a partnership between students, parents, and community. Parents will be involved in the entire school program, including discipline and reinforcement measures that recognize or correct their children. If classroom correction needs additional support, a Reflection Room is available throughout the day. If a student is removed from the regular classroom and taken to the Reflection Room a phone call will be made home to notify parents. In the reflection room, the student will have time to think and write about his choices and consequences. A parent meeting will be held if the problem continues.

**Sexual Harassment:** Federal law prohibits sexual harassment of any kind by students or employees of Provo School District. Examples of sexual harassment include jokes, physical gestures, inappropriate physical contact, negative or offensive comments or any other written, expressed or visual material that is humiliating or derisive that creates an uncomfortable work or learning environment. Violations should be reported immediately to the teacher or principal. Following an investigation, appropriate disciplinary action will be taken. (Please refer to the *District Safe School Policy Booklet*).

To encourage the student to take responsibility for

**SEP CONFERENCES:** Teachers, parents, and students will meet together at the beginning of the year to set goals for the school year. The goals will be reviewed periodically throughout the year. The SEP is a process, a plan, a partnership. Its purposes are:

his/her own education.

- To bring home and school into a close relationship.
- To make the setting of goals and expectations a personal matter.

Student, Educator, Parent Conferences will be held Nov. 6<sup>th</sup> – 7<sup>th</sup> and Feb. 5<sup>th</sup> – 6<sup>th</sup>. Please use Online Scheduler to sign up for an SEP time. The site can be found on the Amelia Earhart website. [www.amelia.provo.edu](http://www.amelia.provo.edu)

### SAFE SCHOOL'S POLICY

**Behaviors which deprive other students or faculty members of an orderly and safe learning environment are prohibited at Amelia Earhart Elementary. This applies to actions of students during school hours, before and after school, while on school property, while traveling in vehicles authorized by the school or district, at all school or district related events, and when the actions effect the mission or operation of Amelia Earhart Elementary.**

**Children shall have the right to feel safe walking to and from school and therefore we hope that parents will impress upon their children the importance of not bullying nor harassing other children--both are against the law and could result in involving local law enforcement.**

Every family can access a copy of the *Provo School District Safe Schools Policy and Procedure* booklet. We encourage every family to review the booklet with their children. It is important for everyone to be aware of the Attendance Policy as well as how Safe Schools Violations will be dealt with at school.

Please refer to [provo.edu](http://provo.edu) or ask the office for more information about the Safe Schools Policy.