

BLUFF ELEMENTARY SCHOOL
"HOME OF THE EAGLES"



PARENT-STUDENT HANDBOOK

2026-2027



WELCOME TO BLUFF ELEMENTARY SCHOOL



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**SCHOOL
INFORMATION**



BLuff Vision Statement

We **INSPIRE** students to live with
Good Character and be **Lifelong**
Learners who are
College—Bound



Bluff Mission Statement

*Bluff Elementary puts into practice
an Engaging, Positive, Productive &
and Culturally Oriented, Safe
Learning Environment.
(EPPCS)*

Student Eagle Creed

I am a **Bluff Elementary Eagle** at home, at school, and in my community. I am respectful of myself, others, and the environment. I am responsible for my learning, actions, and achievement. I am empathetic to my world. I am persistent in attaining excellence. **Together**, we are all **Bluff Elementary Eagles**.



School contact information

Bluff Elementary School

PO Box 130

200 W. Main Street

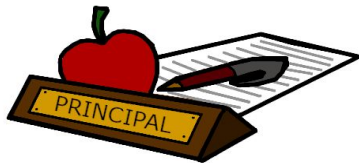
Bluff, Utah 84512

Front Office 435.678.1296

Principal-Monique McDermott

Extension 1298

vmcdermott@sjsd.org



Administrative Assistant-Fenesia
Manygoats

Extension 1296

fmanygoats@sjsd.org





Staff Name and Title

Kindergarten

Alyssa Pugh
apugh1@sjds.org

1st/2nd Grade Combo

Charity Begay
cbegay1@sjds.org

3rd Grade

Mori Richmond
mrichmond@sjds.org

4th Grade Language Arts, Math, 4th/5th Science/Social Studies Combo-

Nicole Wallis
nwallis@sjds.org

5th Grade Language Arts & Math-

Andrea Jeppesen
ajeppesen@sjds.org

SPED Teacher/Preschool Coordinator-

Kathrina Perkins
kperkins@sjds.org

Reading/Math Interventionist-

Leandra Toledo
ltoledo@sjds.org

Reading/Math Interventionist

TBA
@sjds.org

Sped/Upper Grade Support Para

TBA
@sjds.org

Heritage Language

Nellie Tohtsonie
ntohtsonie@sjds.org

Preschool Aide

Wanda Ketchum
wketchum@sjds.org

Preschool Aide

LaQueena Martin
lmartin@sjds.org

Head Custodian

James Van Reenen
jvanreenen@sjds.org

Custodial Aide

Dixie Nez
dnez1@sjds.org

Head Cook

Lorinda Clark
lclark@sjds.org

Kitchen Support

Erica Begay
ebegave1@sjds.org

SJSD Calendar SY 2026–2027

2026-2027

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

February 2027						
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21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Date	Event or Holiday
Jul 03	Independence Day (observed)
Jul 24	Pioneer Day
Aug 17	First Day of School
Sep 07	Labor Day
Oct 16	Fall Break
Nov 11	Veteran's Day
Nov 25-27	Thanksgiving Holiday
Dec 21-Jan 1	Winter Holiday Break
Jan 18	Martin Luther King, Jr. Day
Feb 15	President's Day
Mar 29 - Apr 2	Spring Break
Apr 23	Snow Make-up Day
May 28	Last Day of School
May 31	Memorial Day

Quarters	
1st	August 17 - October 15 (43 days)
2nd	October 20 - December 18 (40 days)
3rd	January 5 - March 12 (47 days)
4th	March 16 - May 28 (48 days)

	Observed Holiday - No School
	Teacher Day - No School
	First Day of Quarter
	CCR Day - 1/2 Day of School





BLUFF EAGLES DAILY SCHOOL SCHEDULE

Breakfast is served Monday-Friday starting at 7:45-8:15 am

Bell Schedule

- 7:45** Meet students at the buses & have breakfast
8:05-8:15 Recess for students done with breakfast
8:15 First bell rings-students line up in cafeteria or outside if there is early morning recess.
8:20 Classes begin
9:45-10:00 RECESS
11:10-11:30 LUNCH (PreK)
11:15-12:00 LUNCH (K-5)
 - 11:15 - Kindergarten
 - 11:20 - 1st/2nd Grade
 - 11:30 - 3rd/5th Grade

3:00 End of School Bell (**Mon-Thur**)
3:05 Buses Leave (**Mon-Thur**)
1:00 Early Out on **FRIDAY**
1:05 Buses Leave on **FRIDAY**



Preschool: Monday-Thursday 8:15am-3pm
NO PRESCHOOL on FRIDAYS

**PARENT ENGAGEMENT/
COMPACT POLICY**

BLUFF ELEMENTARY SCHOOL PARENT ENGAGEMENT POLICY & PARENT COMPACT FY 2026–2027



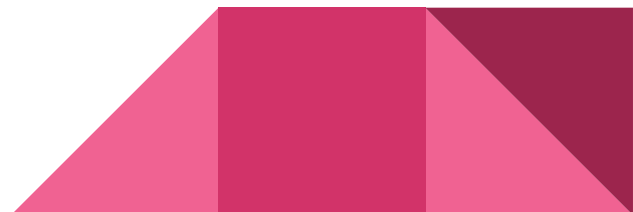
Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent policy that is jointly developed with parents for all children participating in Title I, Part A activities, services, and programs. The compact, also jointly developed with parents, is part of the school's written parental involvement agreement (policy) developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

Bluff Elementary and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school/parent will build and engage into a partnership that will help children achieve the State's academic standards.

Bluff Parent Engagement FY 26-27

School to Parent- What will we do?	Parent to School- What will we do?
-Teachers will share and explain the expectations of classroom learning, the management plan, and goal setting in their Disclosure statement. -Provide parents information (Disclosure statement) in a timely manner on school goals/plans including (Title I) information. - Provide each parent an individual student report about the performance of their child on the various Benchmark assessments and or any formal assessment in math and language arts. (Students will create a data folder on their academic progress which parents can view.) -Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified. -To help build and develop a partnership with parents to support their child/children to achieve the State's high academic standards by:	-Attend Back to School Night to learn about: • Attendance Procedures/Processes • Review Rules of Order and Procedures • School Mission/Vision • School Route Plan • School Goals • Share Title I plan & Trust Land Plan • Review Data • School Celebrations/ Progress • Review School Emergency Response Plan • Parent Involvement Policy -Review Parent Handbook -Ensure I send my child/children to school each school day. -If my child/children will be absent, I will call the school and let them know. -Attend all parent teacher conferences to learn and celebrate my child's academic progress.

• Infusing Navajo culture into the school curriculum • Encouraging parent volunteer & student engagement • Celebrating student learning daily, weekly and monthly • Encouraging parents to participate in SCC meetings to address any questions, celebrations or concerns. • Sharing student data at each Benchmark period (BOY, MOY, EOY) • Encouraging at home reading, parents take time to read with children daily.	-Be involved in reviewing and improving the school's Parent involvement Policy at a School Community Council (SCC) meeting. -Be involved with the school emergency response plan. -Attend Parent Events throughout the school year -Take time to READ to my child/children -Take time to talk to my child/children, have a conversation to help them build language skills.
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Parent Compact FY 26-27

School Responsibilities

Bluff Elementary will...

1. Provide highly effective instruction in a supportive, safe, positive, and successful learning environment that provides the opportunity for all children to meet the academic achievement standards of Knowledge and Skills.
 - i. *Assess all students using a variety of assessments that are considered essential, organize the data into a Data Dashboard and other school-wide data charts, use data to drive instruction and make informed decisions to target individual student needs.*
 - ii. *All Students will receive a grade level curriculum of CKLA and My Math instruction.*
 - iii. *Students will receive specific targeted instruction in smaller group setting*
2. Hold 2 academic parent-teacher team meetings during the school year where student data will be shared with parents and parents will be provided support for their children at home. Reachable and attainable goals will be set by students with the help of the teacher and parent.
3. Teachers will make at least one home visit for the school year.
4. Make available to parents, frequent reports of their child/children's progress:
 - i. *Acadience Benchmark period at Beginning of School year (BOY), the Middle of the school year (MOY), the end of the school year (EOY)*
 - ii. *Mid-term report will be sent home*
 - iii. *Use a Friday afternoon to make phone calls to parents to share progress of their child/children*
 - iv. *End of quarter report card will be mailed home on the last day of the quarter.*
 - v. *Digital Math program progress report will be sent home at the end of each quarter.*

Parent Responsibilities

Parents will...

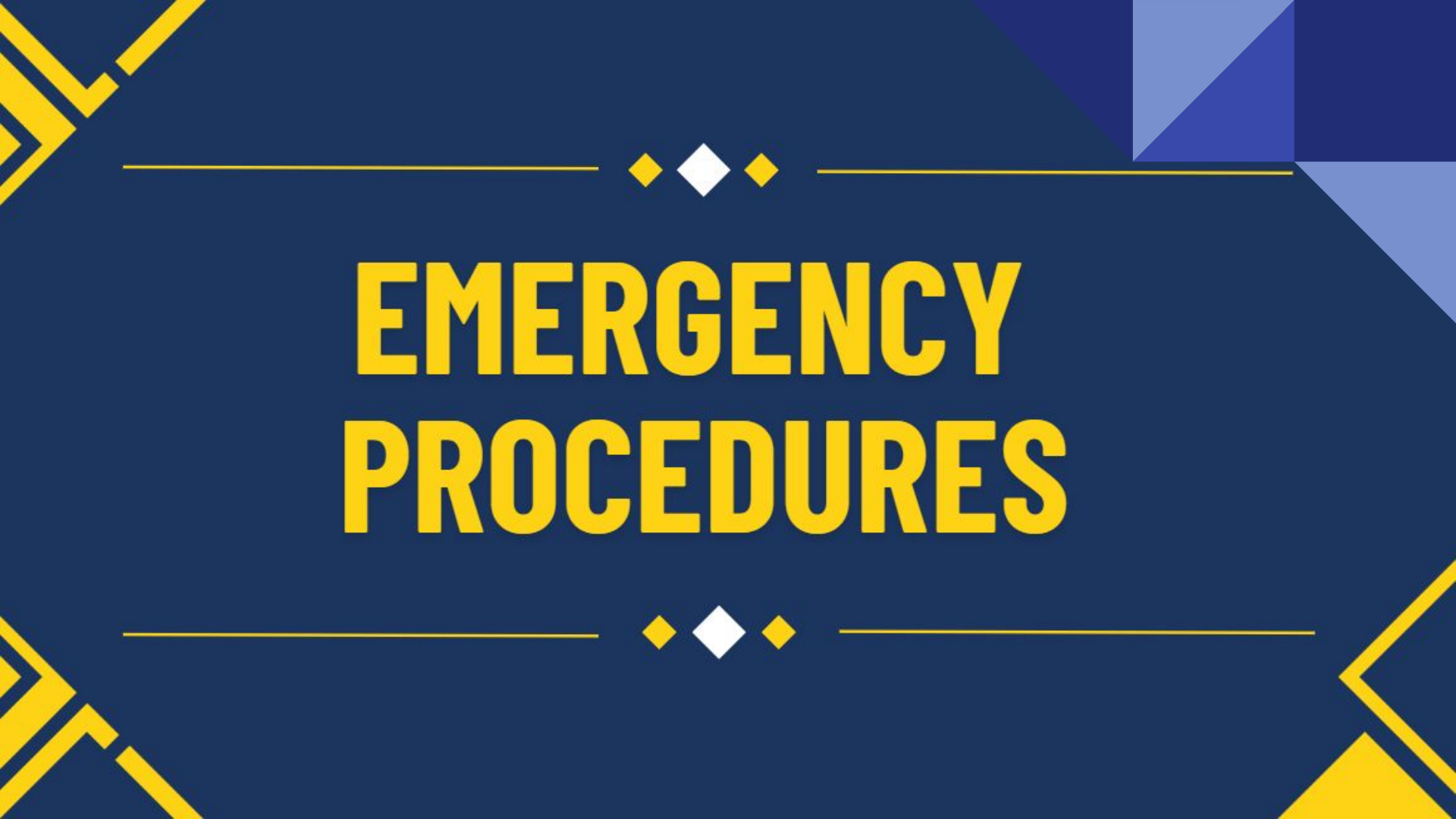
1. Monitor attendance and ensure your child/children go to school on time M-F.
2. Make sure your child/children are getting their school work completed at school and homework completed and ready for the following day.
3. READ, READ, READ at least 20 minutes daily with my child/children.
4. Practice MATH FACTS with their child/children 10 minutes daily
5. Get their child/children to bed early so they get plenty of rest and are ready for learning the next day.
6. Attend any Parent Teacher Team meetings to learn about child/children's academic progress.
7. Be engaged in your child's education by reading all notices from the school, the monthly newsletter, the school webpage and facebook.
8. To communicate with teachers daily/weekly to monitor student progress. (phone call, google meet, make appointment with teacher)
9. To be a part of the school team and help solve the needs of their child/children.
10. To attend school assemblies and functions to support children.
11. Call the school if your child/children will not be at school.

vi. *WIDA student report will be provided in the spring*

5. Bluff staff will be flexible in meeting with parents during a time which is convenient for both parties through google meet, phone calls, and making appointments with the teachers.

6. A Bluff Elementary School Handout of classroom expectations for parents will be provided. Bluff Handbook will also be provided.

7. An annual meeting will occur in August at the Back to School Night, to inform parents and families of the Title I plan, the expectations of learning for all students and about attendance.



◆ ◆

EMERGENCY PROCEDURES

◆ ◆

Emergency Procedure

LOCKDOWN

LOCKS, LIGHTS,
OUT OF SIGHT

Students are trained to:

- Move away from sight
- Maintain silence

Teachers are trained to:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Wait for first responders to open door
- Take roll, account for students



LOCKOUT

SECURE THE PERIMETER

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual



EVACUATE

TO THE ANNOUNCED
LOCATION

Students are trained to:

- Leave stuff behind
- Bring their phone
- Form a single file line

Teachers are trained to:

- Grab roll sheet if possible
- Lead students to evacuation location
- Take roll, account for students



SHELTER

FOR A HAZARD USING
SAFETY STRATEGY

Hazards might include:

- Tornado
- Hazmat

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room

Students are trained in:

- Appropriate hazards and safety strategies

Teachers are trained in:

- Appropriate hazards and safety strategies
- Take roll, account for students
- Report problems at the evacuation assembly using this card.



EMERGENCY EVACUATION PROCEDURE

If there is an emergency that requires us to evacuate the school, the following procedure will be followed.

Radios will be on hand for teachers, Principal McDermott, Secretary & James.

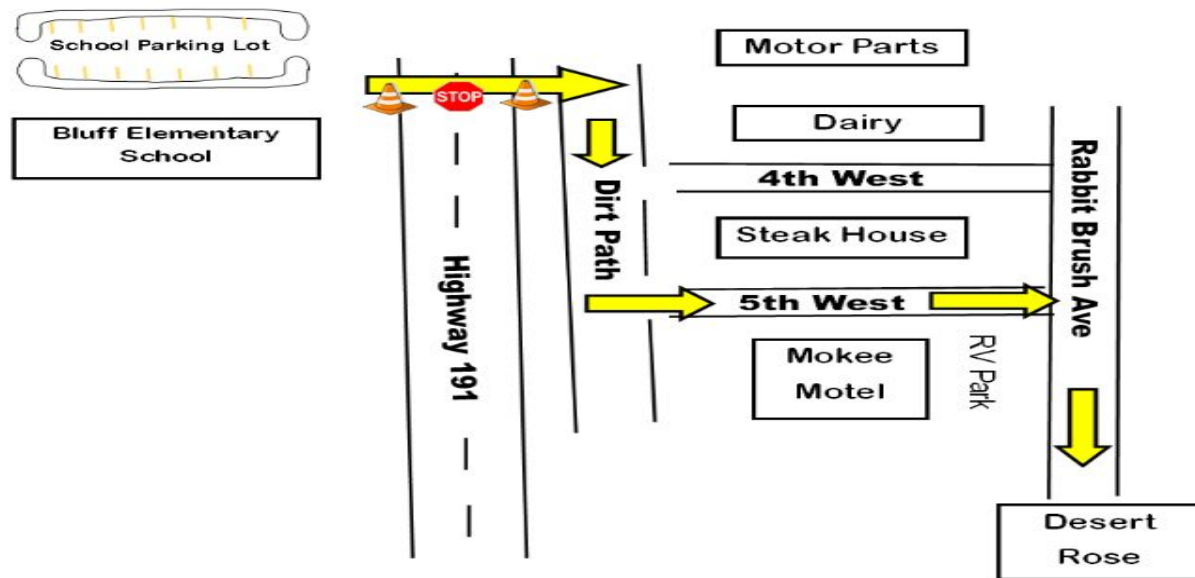
1. An evacuation will be announced over the intercom
2. Teachers and aides will follow standard "fire drill" procedures until all students are outside and accounted for.
3. Teachers, starting with the Kindergarten class, will then proceed to walk to the Desert Rose Inn. Aides will assist in supervising the classes as they walk. Principal will follow at the end of the line.
4. Secretary will drive her car to the Desert Rose to set up prior to student arrival.
5. When students arrive, they enter Desert Rose and sit as directed by their teacher. They can talk quietly. **NO STUDENT WILL BE PICKED UP BY ANY ADULT WHILE WALKING TO THE COMMUNITY CENTER.**
6. Upon arrival, teachers will again take roll again. The teachers will let the Principal know whether all students are accounted for.
7. Parents/Guardians will NOT go to the school; they will come to Desert Rose Inn to check out their child/children. Parents will follow directions given to them by the Secretary, Principal or emergency personnel.
8. Teachers will stay with their students and try to keep them relatively calm and quiet.
9. No parents will be allowed into Desert Rose Inn without permission from Principal Silversmith.
10. No child leaves unless they are signed out by someone on their "check-out" list.
11. Everyone will follow all directions given by Emergency Personnel.

Thank you for everyone's cooperation!

Bluff Elementary Emergency Evacuation Route 2026–2027

Emergency Evacuation Drill :

The evacuation means we will evacuate the school premises and walk to Desert Rose. There will be helpers holding stop signs with cones set up to help students safely cross Highway 191. The teachers will be with their classes, and our support team will assist the teachers. In an actual emergency, parents will be notified using Thrillshare and parents are to go to Desert Rose and wait in a designated spot to pick up their child/children. A map of the route is provided below. |

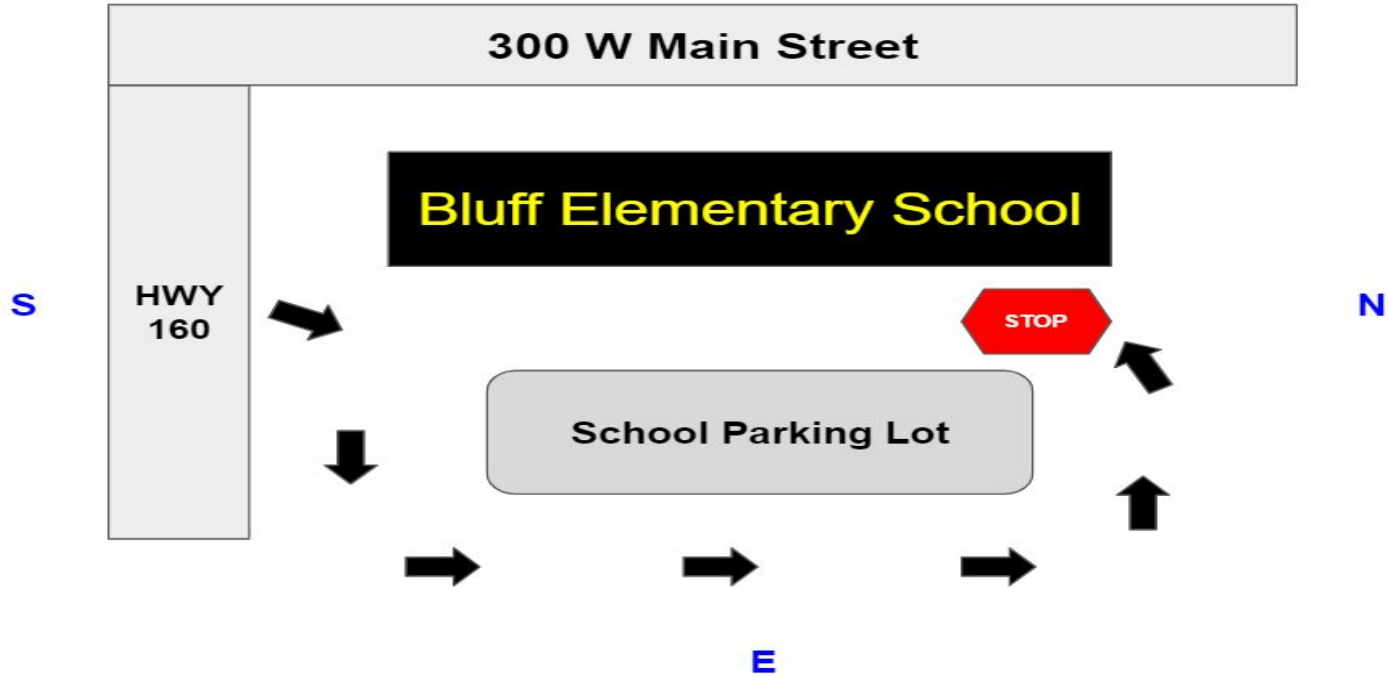


**PARENT INFORMATION
ABOUT THE SCHOOL**

Student Pick-Up

- Follow the arrows as you turn into the school.
- Park at the stop signs outside the school.
- You may wait outside the school building or in your vehicle until 3:00pm when the bell rings.
- The office personnel will send your child outside when they see you.

W



REGISTRATION

State law requires that children must be five (5) years old before September 1 to enroll in regular school. Students who turn 5 on or after September 1 will need to wait a year.

However, they could be eligible for Preschool.

When you register, you must bring the following items;

- Birth certificate
- Updated immunization record
- CLB - if applicable
- 506 – if applicable

We make a copy of all three documents to keep in your child's permanent record. All other forms will be provided at the school during registration.

Aspire Registration Link: <https://aspire.sjsd.org/Students/Register/Start>



IMMUNIZATIONS

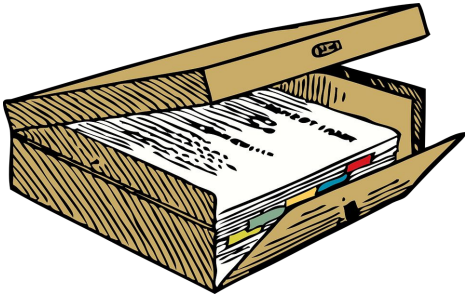
State law requires students to have **all their immunizations before attending school**. When you register your child for the first time, please bring immunization records with you. If you are transferring from another school, that school will give you a copy of their record when you check out. Bring in new record as new immunizations are given

If immunization is against your religious or spiritual beliefs or the parent/guardian of a student is claiming a personal exemption from immunization, they must provide the school with a “Personal Exemption Form.” **The form can be obtained at the local health department.**



STUDENT RECORDS

A confidential record of your child's school experience is kept on file in the office. Only teachers and school staff who have direct responsibility for your child may see this record. You may see it at any time and have a copy of any document in it. If you believe that this policy has been violated, inform the principal of the problem. An investigation will occur and corrective action will be taken. You may appeal your action to the District Human Resources director.

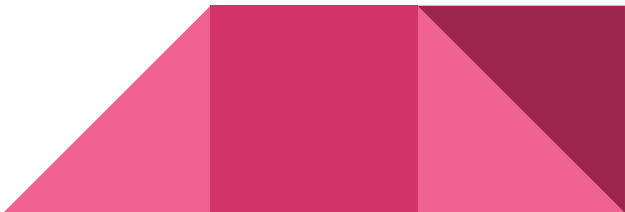


FEES

No fees are charged for your child's education. Any child may be asked to bring common household items for special projects, but will not be required to purchase any supplies that are necessary for school work they are asked to do. Donations of supplies are welcome; you may check with your child's teachers to see what may be needed.

All textbooks will be provided, but only one copy of the textbook will be provided to each child. If the textbook is damaged or lost, you may be required to cover the cost of replacement.

Library books are available to all students. We encourage students to read as much as possible and to enjoy reading. Check-out privileges may be suspended for students who fail to return books back, but can still read books which will remain at school. If a library book is damaged or lost, you may be required to cover the cost of replacement.



MEALS

All meals meet guidelines established by the U.S. Department of Agriculture. The kitchen serves breakfast starting at 7:45-8:15 am. Meals will be provided, free of charge, for all SJSD enrolled students.

Please call the school BEFORE 9:00 am if you'd like to order lunch.

Meal Prices:

Adult Breakfast = \$3.40

Non-Student Child Breakfast = \$3.00

Adult Lunch = \$5.00

Adult Salad (**Pre-Order ONLY**) = \$3.50

Non-Student Child Lunch = \$3.50

Milk (Extra) = \$0.45



BUS Schedule

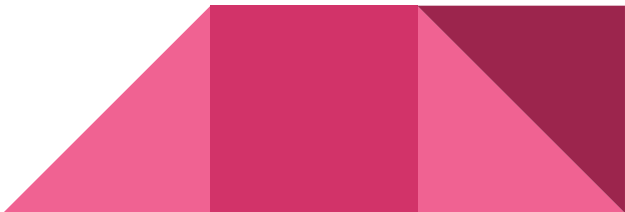
- 1- Bus schedules and routes are available by contacting the bus barn at **435-678-1305**. The busses arrive at the school at about 7:45 on Monday-Friday.
- 2- While students are on the bus, they are under the direction of the bus driver, who is an employee of San Juan School District. The bus driver is in charge of the bus at all times. He or she watches the road and their passengers, so good behavior by all students is an important practice in the safety of all students. No stereos or radios with any type of loud speaker will be permitted on the bus. **Students are to remain seated while the bus is in motion.**



Bus Schedule

3- If a child's behavior on the bus becomes a problem for the driver, **the driver will issue a citation explaining the problem**. In serious cases such as fighting or abusive language, and repeated offenses, the driver may suspend a student from bus service for a period of time. If suspended from the bus, your child would need to find another way to get to school. **It will not be considered an excused absence if suspended.**

4- Insurance regulations prohibit changes to the passenger list of any of our busses except in the most serious circumstances. Students **who ride a bus are not permitted to change busses unless the office receives word that there is a serious emergency requiring a change of route for the day**. The principal decides on such changes in only the most urgent of circumstances. **Your call or note must indicate what the emergency is.**



Attendance

School is in session 180 days for students who are older than Preschool age. The staff works hard to make every day of the 180 as successful as possible for your child's education. **It is very important that your child attend school every day.** Do not let your child miss any more of his or her education than absolutely necessary.

Sometimes children get sick or injured, or have other reasons why they cannot attend. Please let us know if your child's injury, illness, or other circumstance will keep him or her out of school. Students will be held responsible for work missed due to absence, though there are limits to what work can be "made up." See your child's teacher for additional details if your child has been absent.

Students who have excessive absences will be referred to the appropriate FAMILY SERVICES agency for remedial action by the court.

ATTENDANCE PROCESS: SEE THE NEXT PAGE





Attendance Process

Bluff Elementary School - 2026-2027

Rev. 5/1/26

1 Absence

- School messenger calls out to parents.
- A phone call home may be made by office.
- **Parents please call or email the office and let the secretary know if your child will NOT be in school.**

All phone calls are documented by office in the Attendance Log.

2 Absences

- School messenger calls out to parents.
- **Parents please call or email the office and let the secretary know if your child will not be in school.**
- A phone call home will be made by the office,
- Liaison may be sent to the home or phone call made.

All phone calls or emails are documented in the Attendance Log.

3 Absences

- School messenger calls out to parents.
- A phone call home will be made by the office or classroom teacher **if parents do NOT check in with the school.**
- ***Liaison will be sent to the home if NO contact has been made by parents.***

-Parent reply is REQUIRED on this third day. Please contact the school office. 435-678-1296
-Parents, teacher, & principal may meet to start an attendance plan.

All phone calls, emails, reports and plans are documented in the Attendance Log.

4 or More Absences

- School messenger calls out to parents.
- **A phone call home will be made by the office or classroom teacher.**
- Attendance Letter (report) mailed home and/or delivered by school liaison.

-Parents required to meet with teacher & principal to establish an attendance plan. (option:-meet with school counselor)

All phone calls, emails, reports and plans are documented in the Attendance Log.

8 or More Unexcused Absences

Will be Referred to Navajo Nation Tribe Peacemaker (Aneth). Possible notification to Social Services - DCFS (Dept. of Child & Family Services) or CPS (Child Protective Services) in Shiprock, N.M.

A 10-day drop policy will apply after 10 days if NO CONTACT is made w/school, teachers, or principal.

Attendance Motto

BLUFF ELEMENTARY SCHOOL



**ATTENDANCE
MATTERS!**

All Day, Every Day

TARDINESS & Checking Students out early

School starts at 8:20 AM. If your child is tardy, he or she misses a critical part of the school schedule. **Three tardies** are counted as an absence in our attendance records. **Please make every effort to have your child to school on time and to avoid checking students out early in the day.**



Before & After School



Before-

Please be aware that the buses arrive at 7:45am. Students who are dropped off at the school may also arrive at 7:45am but NOT any earlier. You may see teachers and custodians in the building, however that is their time for preparation and meetings, so please do not drop your children off any earlier than 7:45am.

After-

If you'd like your child to wait at the school for pick-up and not get on the bus, please call the school office before 2:45pm. After 3:05pm the buses will depart the school. If your child is on the bus at that point, they will remain on the bus. As a school we will not interfere with the bus schedule.



INJURY and ILLNESS

While we teach and enforce safety regulations, accidents do happen. Children occasionally fall ill while at school. For non-emergency accidents or illness, you will be notified immediately, and we will care for your child at school until you arrive. **Please call the school when your contact information changes! We need to be able to get in touch with you when necessary.** If emergency treatment is needed, we will call **911** while we attempt to notify you. Your child's registration authorizes us to seek emergency treatment.



MEDICATION

Employees of the District may administer medication to a student while the student is under the control of the school, **ONLY** with written and signed authorization from the parent or legal guardian or with a phone call made home giving authorization. The student's **physician must provide a signed statement describing the method, amount, and time schedule for administration.** All medication that is to be given at school must be furnished by the parent or guardian and **delivered to the school, in the original container, by a responsible adult**, they will be required to sign the medication intake log. A log will be kept of all administration of medications.





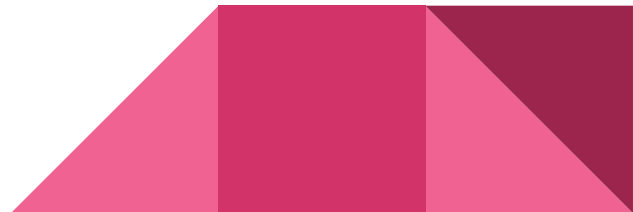
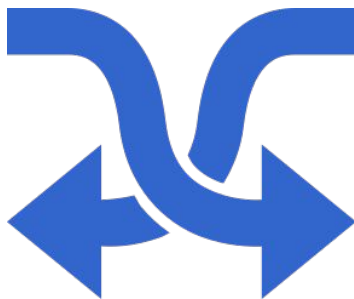
CHECK OUT

If you need to take your child out of school during school hours, you must check the student out at the front office. On your child's registration paper, there is a place to name individuals authorized to check out or visit your child at school. Please contact the school if you want to add or remove anyone from this list. Only a written note signed by you will allow any others to check out or visit with your child.



TRANSFERRING TO ANOTHER SCHOOL

If your child is transferring to another school, make sure the child has paid any debts and fines and has returned all books. Fill out the "TRANSFER FORM" at the school office **before lunch** on their last day.



KEEP TOYS and Electronic Devices at HOME



Students struggle to do their best when their attention is on toys or electronic handheld device (cell phone includes smartphone, mobile phone). If a student brings a cell phone to school it can have the effect of distracting, disrupting and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Staff members may take toys or electronic devices from students at any time. **Toys and electronic devices that are taken by staff can be returned to the parent or guardian at the front office.**

Please discuss this with your children and do your best to see that they leave toys and electronic devices at home. Bluff school will not be responsible for lost or stolen electronic devices or toys.





FOOD

Students may **not** bring food (chips, candy) or drink (soda pop) to consume in class. Exceptions:

- A plastic water bottle on the desk
- Class party assignments
- Teacher-directed learning activities that involve food

If you wish to bring a treat for the class (birthday or something) it must be purchased at the store. **NO HOMEMADE TREATS** are to be brought to the school sadly.



Entryway PROCEDURE

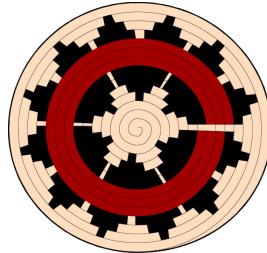
If you need to come to the school for any reason, please follow this procedure:

1. The front doors to the school will be unlocked. For increased safety to personnel and students in the building, the door to the office will be locked at all times. **A doorbell is placed by the door, please ring the doorbell for services.**
2. Sign in at the front office and state reason for visit. IF you are checking in or out your child **PLEASE** print your full name.
3. Secretary will call your child to the office if you need to visit or check them out.
4. The school guideline is to **NOT** allow parents or visitors to disrupt the teacher during instruction time without checking in at the front office. At this time, we take every precaution to ensure safety for parents, students and staff.



Heritage Language Class

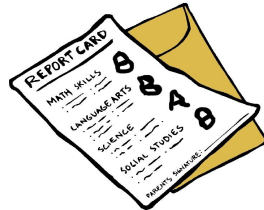
All students will be taught to speak, read, and write Navajo during a daily half-hour language lesson. This is a great experience and opportunity for students to learn about the Navajo language and culture. Parents who choose to have their children excused from these activities may sign a form in the office. Teachers will then determine an alternative activities for children who are excused.



REPORT CARDS/GRADING

The school year is divided into 4 reporting quarters. All students should receive a report card within a week after the end of each quarter. The school will mail out the report cards.

Grades 3- 5 are now using the Student Information System (SIS) to keep track of students' work. The system can be accessed from any computer that is connected to the Internet. Grades K-2 will do a standards based report card which will be mailed home.



OPEN DISCLOSURE STATEMENTS

Every teacher keeps an OPEN DISCLOSURE statement to guide classroom instructional activities and management system. You will be provided a copy of this statement when you visit your child's teacher at the beginning of the school year. If you have any questions, always feel free to talk with the teacher.



FIELD TRIPS

When possible, field trips are arranged to support students' academic experiences. District policy forbids overnight field trips by elementary students, in any school and related activities involving school employees or school funds. Permission forms will be sent out for each field trip and **MUST** be signed & returned before your child may participate.



Dress Standards

When dressing your child for school, think of health, safety, and comfort rather than fashion. Make sure that the clothing is appropriate for the weather and that shoes and boots fit properly. Please know that sandals without straps around the heel are dangerous during PE and recess and are highly discouraged. We recommend that sweaters and outerwear are marked with your child's name. Please don't allow your child to come to school in clothing that could distract or offend other students.

Please note the following District guidelines for modesty:



- no mesh, bare bellies, low necklines, or spaghetti straps attire
- short pants must be longer than the wearer can reach with hands at his/her side
- hats and hoods are not to be worn during school hours (hats could be worn outside)
- inappropriate graphic t-shirts will be turned inside out or another t-shirt will be provided

If your child comes to school inappropriately dressed or something they are wearing becomes irreparably damaged (flip-flops, for example, break very easily and cannot be fixed), you will be called to bring replacement clothes. If you cannot be reached, your child may be given clothing from the school to wear.



Homework

- Homework may be assigned to students but not required. The teachers will assign them based on student's need for further skill practice.
- All K-5 students may have some type of reading log for you to sign. Please make sure you sign them and return them as the teacher requests.
- Establish a quiet place and a regular time for your child to study or read a book.
- Encourage your child to complete homework or skill practice, if assigned by the teacher.





READING at HOME

At least 20 minutes a day!



Reading is the biggest roadblock our children face in becoming excellent students. To help your child succeed in school:

- **Read to your child every day.** All research shows that children who are read to at home do better in school. Because reading with you allows them to be close and safe with you, young children learn to like books and the activity of reading. They will want to imitate you and learn to read themselves. Older children, who can read, continue to enjoy the comfort of being read to. They also benefit from hearing the language and vocabulary used in stories written above their reading level. Snuggling with a story is a wonderful way to wind down and relax with your children.
- **Provide plenty of reading materials.** Make the library a regular stop on your errand circuit. Give books as gifts. Your child's teacher and local librarian can make suggestions of appropriate books for your child's age and interests.
- **Read.** If your child sees you read and enjoy books, newspapers, and magazines, they will be curious about the secret code and will want the same power to understand what is written.

Volunteer

You are welcome to volunteer at the school anytime, just stop by the front office to fill out a volunteer form and talk with the secretary or principal to see what type of volunteer is needed.



Questions

If you have any questions or would like to talk to the Principal, please call at 435.678.1298/1296 or come by the school. We are open to hearing and listening to parents.





SCHOOL RULES



The ***Classroom Rules*** are not just wall posters. We weave our rules throughout daily instruction increasing students' engagement, decreasing problem behaviors, and boosting FUNTRICITY!

Below are three simple steps to implementing these Classroom Rules:

Step 1: Teach the Rules and Gestures.

You cannot use the rules if students do not know the rules! Teach the gestures for each rule using the [WBT Basics](#). You'll know the students have learned the rules, and are ready for the next step, when they start doing the gestures with you instead of mirroring you.

Step 2: Rules Review.

Call out a rule number, students shout out the rule and do the gesture. The more entertaining the review, the more orderly the classroom. This is a great way to increase student leadership, as you have students lead the Rules Review. Do a Rules Review every time your students enter the classroom: beginning of the day, after morning recess, after music, after lunch, after art.

Step 3: Rule Call Out.

This is the true power of the WBT Classroom Rules. When a student is breaking a rule, instead of engaging in argument, which helps to fuel the fire of any Beloved Rascal, do a Rule Call Out. Simply call out the rule number and the class shouts out the rule and does the gesture, just as they do in the Rules Review. Using this procedure works to address and correct the behavior without direct conflict, and unites the class behind your leadership.

Rule 1

FOLLOW
DIRECTIONS
QUICKLY!



Rule 2

RAISE YOUR HAND
FOR PERMISSION
TO SPEAK!



Rule 3

RAISE YOUR HAND
FOR PERMISSION
TO LEAVE YOUR
SEAT!



Rule 4

MAKE **SMART**
CHOICES!



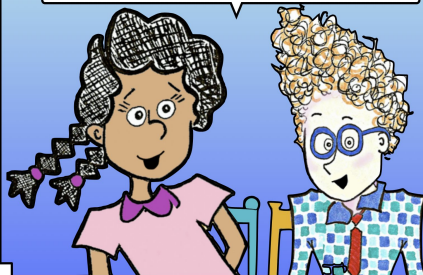
Rule 5

MAKE OUR DEAR
TEAM STRONGER!

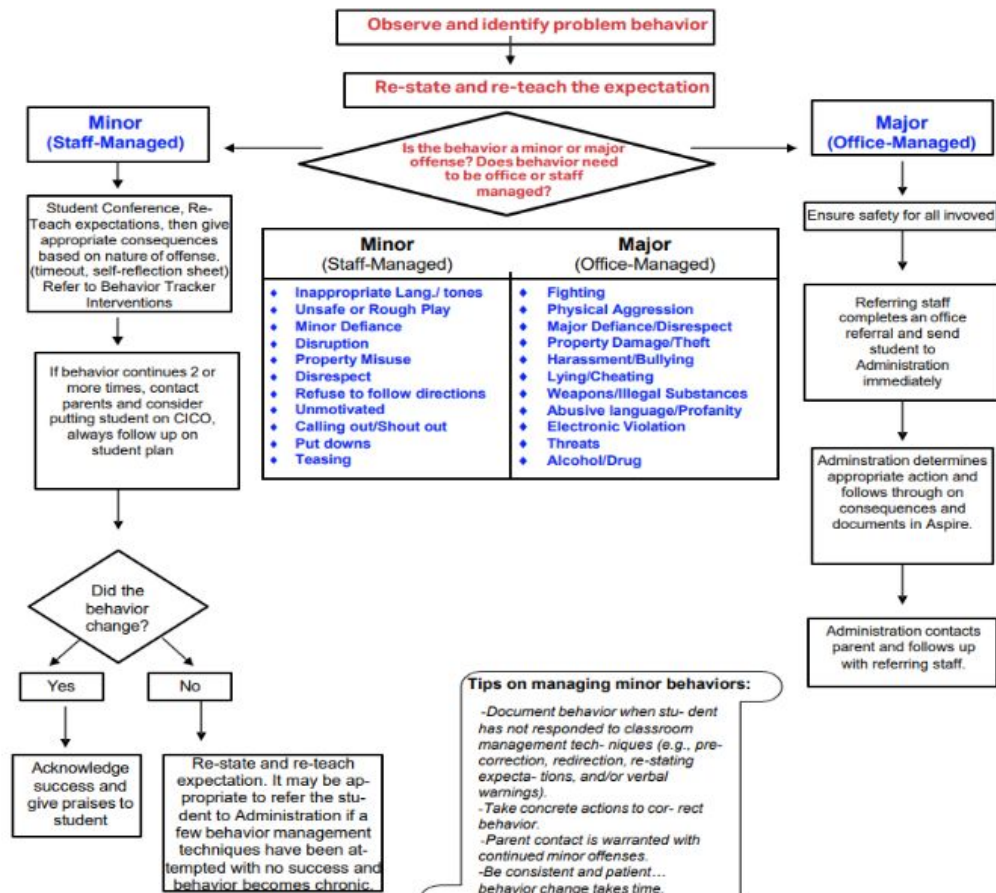


DIAMOND RULE

KEEP YOUR EYES ON THE TARGET!



Bluff Behavior Decision Chart



Bluff Elementary Staff Procedure for Addressing Bullying Behavior



- Intervene immediately.
- Investigate all sides and learn the facts.
- Identify if it was actual bullying, a misunderstanding, a disagreement, or an isolated argument.
- Contact parents of all students involved by the end of the day to let them know the issue is being addressed.
- Help create a plan for the future that includes problem-solving for the students, so they can be socially successful.
- Provide support for the student/s with the Student Advocate.
- Meet with the principal, classroom teacher, and possibly a school team to work together to make a plan for future support.

Anti-Bullying Guide

(Source: Bully Blockers Program)



WHAT is bullying?

- Bullying is **one-sided**.
- Bullying is **on purpose** or intentional.
- Bullying is **repeated** over and over again.
- Bullying is **hurtful** and can be physical or emotional.
- Bullying can be **verbal** (mean words, ridicule, starting rumors).
- Bullying can also be **excluding someone on purpose**.
- Bullying can also be trying to **damage friendships or relationships**.

WHO is a bully?

- A bully can be a boy, a girl, or a group of people.
- Sometimes, other people laugh when someone is bullied rather than stepping up to stop the bullying or getting adult help.

The Bully Blocker Student Pledge

- I agree not to bully others with my words, actions, or inaction.
- I will help others who are being bullied by *doing something* such as speaking out or getting adult help right away.
- I will include students who are left out.
- I will follow the Bluff Elementary Rules and the Bluff Creed.
- I will be KIND to all students and adults.



**Bluff Elementary Procedures of
“What it Looks Like” and “What
it Sounds Like” in different parts
of the school building.**



Hallway



Looks Like...

- Walking feet following the arrows
- Hands folded or by sides
- Stopping at designated locations
- Safe spacing between students
- Single File
- Eyes Forward
- Team player
- Wearing a mask



Sounds Like....

- Whisper Voices



- Quiet feet and hands
- Kind, polite words
- Listen and follow directions from adult the first time



Playground



Looks Like...	Sounds Like....
<u>ALL OF PLAYGROUND</u> ● Stop playing and come in quickly when bell rings ● Put equipment in designated spot  <u>Swings:</u> ● Pockets on seat ● Forward and back only, keep swings in ready position ● Slow down to a stop, then get off ● Keep away from running in front or back of swings ● Take turns--share swings with others  <u>Slide:</u> ● Slide down only, keep the line going ● Keep slide clean	● CHILDREN HAVING FUN ● Kind, polite words ● Laughter - safe and happy ● “How could I help you?” ● “Are you okay?” ● “You did that very well” ● “Let’s take turns” ● “It’s your turn” ● “Would you like to play?” ● “Come and join us” ● “You can be on our team” ● “Try again” ● “You can do it”



Cafeteria



Looks Like...

- Sanitize hands before and after eating
- Walking, walking, walking
- Follow the arrows
- Sitting in assigned spot
- Eating own food
- Cleaning up your own spot
- Throwing garbage away in the trash can
- Alert custodian of big messes
- Food staying on your tray or going in your mouth



Sounds Like....



- Inside voice, soft voice
- Quiet tables
- "Please" and "thank-you"



Bathroom



Looks Like...

- Two students in the bathroom at a time
- Take a pass and hang on the hook; return pass when finished
- Washing hands with soap and water every time
- Getting in and out quickly
- Water stays in the sink
- Toilets flushed
- Feet on the floor
- Hands and eyes to self
- Keeping walls clean
- Wearing a mask

Sounds Like....



- Toilets flushing
- Water in sink running for a short time
- Feet moving in and out
- Inside voice
- Be polite

Entering and Exiting the Building



Looks Like...

- Walking
- Stay in your personal space
- Stay with group
- Exit and enter through doors you've been assigned
- Following arrows
- Wearing a mask



Sounds Like....

- Friendly greetings



- Inside voice
- Kind, polite words
- Quiet feet and hands
- "Good morning", "hello"

Classrooms



Looks Like...

- Walking
- Staying in your personal space
- Washing and sanitizing hands often
- Using your own personal supplies
- Students listening and following directions
- Happy, smiling faces
- Taking turns
- Eyes on teacher
- Students working hard
- Wearing a mask



Sounds Like....

- Friendly greetings



- Inside voice
- Kind, polite words
- Quiet feet and hands

Busses



Looks Like...

- Students sitting in assigned seats
- Staying in your personal space and seats
- Sanitizing hands often
- Students listening and following directions
- Happy, smiling faces
- Wearing a mask



Sounds Like....

- Friendly greetings



- Inside voice
- Kind, polite words
- Quiet feet and hands