



EARLY LIGHT ACADEMY

Parent Handbook

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INTRODUCTION

Welcome to Early Light Academy (ELA). The mission of Early Light Academy is to deliver a high-quality education with a deep, rich and engaging curriculum utilizing effective instructional techniques and emphasizing history, taking our students from the Stone Age to the Space Age, the Information Age and beyond.

It is our desire that through this mission, our students will come to know that “understanding history sheds light on our future.” ELA teachers empower students to be life-long learners and to go forward knowing that they are powerful contributors. ELA students know that “THEY are what history books are made of.”

The purpose of this document is to help your family understand how we do things at ELA. Please familiarize yourself with the contents and keep it handy for future reference.

The school website, mobile app, and weekly newsletter are your best primary resources for answering questions. The website is kept current with staff bios, lunch menus, policies and procedures, and calendars. You can find the app in both the Android and Apple app stores under “Early Light Academy.”

AFTER SCHOOL CARE

ELA doesn't provide any type of after school care. If you need this, you'll need to make your own arrangements.

BACKGROUND CHECKS

Early Light Academy requires a background check to be completed for all employees and volunteers who are given unsupervised access to children. You may volunteer at school without a background check only when you are supervised by a staff member; this includes volunteering with small groups in a classroom or breakout room. A volunteer attending a field trip or overnight activity must have an approved background check. ELA's Background Check Policy and Procedures can be found [here](#).

Although you may have had a background check completed for another organization, each volunteer must have an ELA specific background check completed. If you are unsure if you have a valid background check on file with ELA, please contact the office. If your background check with ELA was completed after July 1, 2015 it falls under RapBack, is continuously monitored, and means that you do not need to do another background check.

Live Scan

Live Scan will be available at Back to School Night to conduct background checks. The school will pay for the background check fee, but the volunteer will be required to pay for the fingerprinting fee. If you miss a date that Live Scan is at the school, contact the front office for a form you can take to an approved Live Scan location.

BOOK FAIRS

ELA hosts a Scholastic Book Fair during each of the parent-teacher conference weeks.

CLASS/GRADE LEVEL SCHOOL SUPPLY LISTS

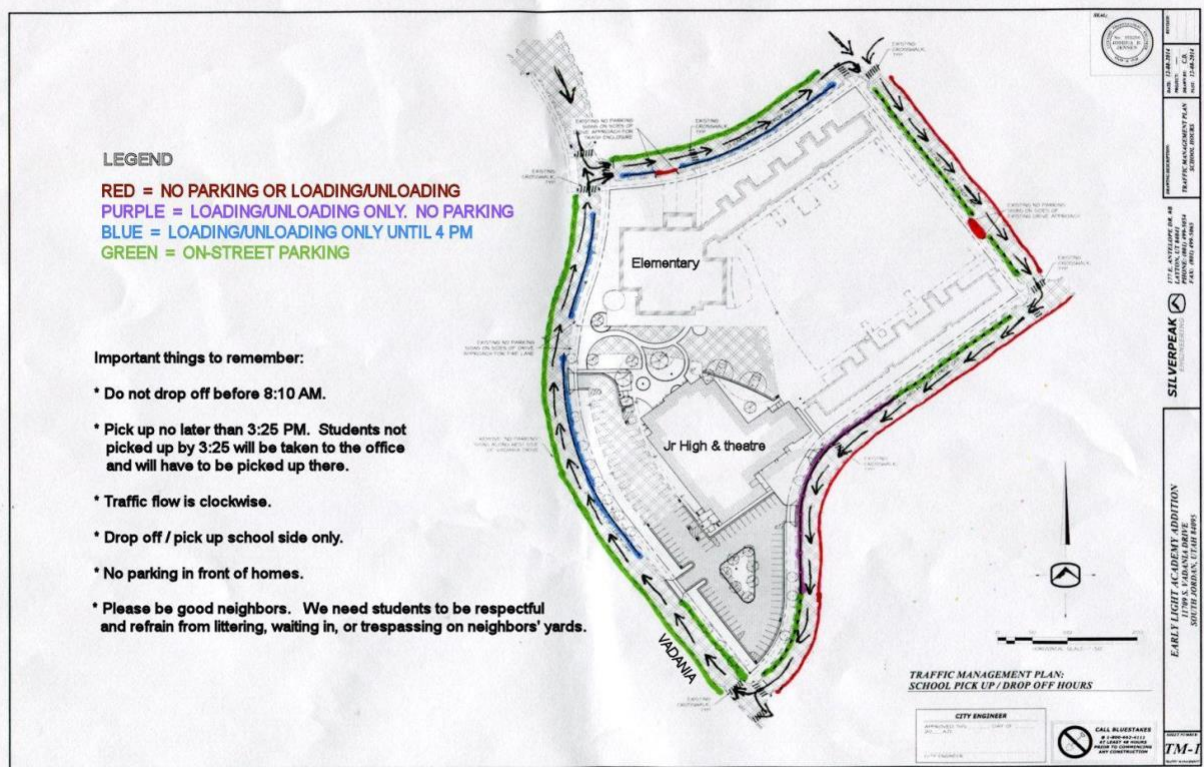
Class school supply lists are done by grade for elementary students. There is one supply list for all grades in the junior high. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school. You can find the list for each grade on the school's [website](#).

DROP OFF AND PICK UP (CARPOOL)

Please familiarize yourself with the map below. The traffic management plan was devised and approved by South Jordan City to improve congestion and increase the safety of our children. This map is available on the school website.

Important Rules to Remember During Drop Off/Pick Up Times:

- (1) be respectful of the staff - they are trying to keep your children safe!
- (2) be patient with and respectful of other drivers
- (3) stay off your phone
- (4) be idle free - please turn off your car if waiting more than 1 minute.
- (5) don't double park
- (6) students must use crosswalks even if they are walking with an adult
- (7) be patient! use streets around the school that are less congested



DON'T ALLOW YOUR CHILD TO CROSS THE STREET OUTSIDE OF THE CROSSWALK.

For the safety of all of our students please drop off/pick up on the curbside of the school. Students and parents must use the designated crosswalks.

LATE PICK UP AFTER SCHOOL

At Early Light Academy we love our students and make their safety our top priority. However, after school is dismissed, our faculty and staff have other responsibilities to perform and are unable to continue to supervise your child (unless, of course, your child is participating in an after-school activity sponsored by the school). Therefore, for your child's safety, it is essential that he or she is picked up promptly after school is dismissed.

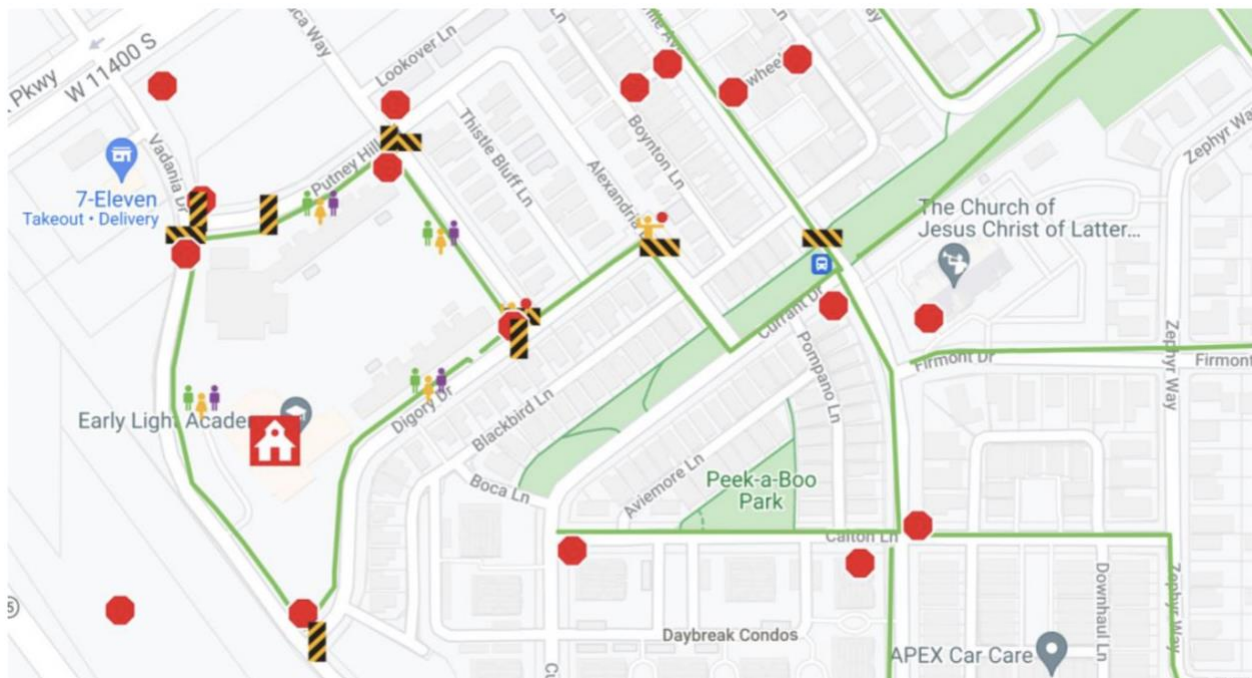
As the parent/guardian, it is your responsibility to pick up your child promptly after school or, if you're not able to do so, to make arrangements for someone else to pick up your child. Leaving your child unattended at school for an extended period of time after dismissal may constitute child abandonment or neglect.

If your child has not been picked up within 20 minutes of school being dismissed, the school may contact you by telephone. If you cannot be reached, the school may contact the emergency contact(s) you have already provided. If neither you nor an emergency contact can be reached or are able to pick up your child in a timely manner, the school may contact the police or DCFS to report the situation.

We understand that emergencies may arise that cause you to run late or to be unable to make arrangements for someone else to pick up your child within 20 minutes of school being dismissed. If you experience such an emergency, please notify the school as soon as possible.

SAFE NEIGHBORHOOD ACCESS PROGRAM (SNAP) PLAN

Early Light Academy does not provide student busing transportation. Most students arrive and depart via guardian vehicles and daycare busses/vans. All stakeholders are asked to follow the school's established carpool procedures to ensure student safety and to maintain an efficient and orderly flow of traffic. Many students will walk or ride their bikes to and from school. Guardians and students who walk or bike to and from school should follow the safest routes possible, using sidewalks and crosswalks while obeying all traffic lights, laws, signs, and signals. Guardians are encouraged to travel the routes with their children to determine that safest route possible. Guardians who choose to allow their students to walk or bike to and from school will assume responsibility for all risks involved.



ELEMENTARY FINE ARTS PROGRAMS

Tanner Dance

ELA is fortunate to be able to partner with Tanner Dance at the University of Utah to bring their interpretive dance program to some of our elementary classes. These classes get the opportunity to work with a Tanner Dance artist to create their own interpretive dance. Parents are invited to an informance when each group of classes are done with their instruction. An “informance” is a performance intended to be both educational and entertaining and usually includes an informative talk about aspects of the performance.

Great Artist Program

ELA is fortunate to be able to provide The Great Artist Program (GAP) for our K-6 grade students. The Great Artist Program (GAP) uses simple and proven methods to teach students the foundations of how to draw. The program uses the great artists of the past to inspire and

teach the great artists of the future. Students not only learn about great artists, but they are also given the skills and confidence to be a great artist. Parents can volunteer to help teach the Great Artist Program.

Beverly Taylor Sorenson Arts Learning Program

The Beverly Taylor Sorenson Arts Learning Program provides arts-integrated instruction to elementary students, effectively increasing student performance in every subject. BTS Arts puts specialists trained in visual art, dance, music and theater in elementary schools to develop lesson plans that incorporate art in collaboration with the classroom teacher. The Utah State Board of Education administers the program statewide, and collaborates with administrators and universities in the state to implement this program.

EMERGENCY RELOCATION PLAN

There are a few instances where an alternate facility other than ELA facilities will need to be used during or after emergency situations. The designated, off-site alternate facility is the The Church of Jesus Christ of Latter-day Saints church building located at 11677 Grandville Ave, South Jordan, UT 84009 (phone: 801-253-1583).

EXTRACURRICULAR ACTIVITIES/CLUBS

Early Light Academy provides a wide range of extracurricular opportunities for students. Information about these can be found on our website under the Student Life tab found [here](#).

Clubs

School clubs can vary from year to year and may be offered at different times of the school year. Clubs may be sponsored by teachers and/or parents. Students who are interested in starting a club must find an advisor and fill out an application. Clubs must receive administration approval. Please let the front office know if you are interested in running or helping with an after-school club.

Sports

Sports teams are available to students in grades 6-9. The Early Light Academy encourages responsibility and commitment. Students who commit to play sports for ELA should honor their commitment, represent ELA in a way that is respectful and in keeping with school behavior expectations. Student-athletes should make every effort to be at all scheduled practices and games. Students and parents/guardians must sign an agreement prior to playing on a team and will be held to the expectations of the agreement, including academic requirements for participating in games. ELA does not provide transportation for athletes. Parents are expected to provide rides to all practices and games or arrange carpooling. Any questions or comments about student sports should be directed to ELA's athletic director.

Performing Arts

The Early Light Academy provides students in elementary and Junior high with opportunities to participate in choir, orchestra and theater outside of the school day. ELA encourages responsibility and commitment. Students who commit to participate should honor their commitment, represent ELA in a way that is respectful and in keeping with school behavior expectations. Students should make every effort to be at all scheduled rehearsals and performances. Students and parents/guardians must sign an agreement prior to participating and will be held to the expectations of the agreement.

Fees

Please see the School Fee Schedule approved annually by the Board of Directors for information on sports fees. This is available on the school's [website](#) under Policies & Procedures/"Student Fees." Our [Fee Waiver Policy](#) and [Fee Waiver Application](#) are available for your review.

FRONT OFFICE ASSISTANCE

If you have questions that you haven't been able to answer by looking through the school's website, mobile app, weekly newsletter or by asking your teacher, contact the front office.

Reporting Student Absences

Please call 801-302-5988 and follow the prompts on the automated menu to excuse student absences.

HISTORY FAIR

History, our chosen curricular emphasis, fosters a culture of inquiry-based study. Our annual history fair is intended to highlight the culmination of our history learning, complete with accompanying projects to demonstrate that knowledge. Students participate in the fair by presenting what they've learned about historic events, people, and time periods through art projects, essays, food, song and dance. The history fair is a community event open to family and friends.

JUNIOR HIGH CODE OF CONDUCT

Each Junior High student is expected to conduct themselves in a responsible manner and in alignment with our student code of conduct found [here](#).

LEARNING MGMT SYSTEMS: ASPIRE (SIS), WEBSITES & CANVAS

Aspire is a student record management system used to complete new and returning student registration, track attendance, assignments, grades and manage payments of school fees and meals. We recommend either reviewing your student's record in Aspire throughout the week or subscribing to automated emails that will give you information regarding your student's assignments and grades. Access Aspire [here](#). You may also access Aspire through the Quick Links on our homepage. Contact the front office if you have questions about accessing Aspire.

Teachers at Early Light Academy use class websites (K-5) and Canvas (6-9) for communication with parents. Elementary teachers in older grades may use Canvas for completing and submitting assignments and/or assessments. Here you will find important dates and news about your student's classroom(s).

Setting up your Canvas Account:

Please take time to set up your parent Canvas account as soon as possible. Click [here](#) for detailed instructions on how to set up your Canvas Parent Account.

PASSIVE FUNDRAISING

Smith's Community Rewards

If you shop at Smith's, you can sign up for their Community Rewards card program and Inspiring Donations and choose Early Light Academy as the beneficiary. Login or create your

account at smithsfoodanddrug.com and then search for Early Light Academy in the Inspiring Donations area.

Amazon Smile

When you shop on AmazonSmile (smile.amazon.com), the AmazonSmile Foundation will donate 0.5% of the purchase price to the eligible charitable organization of your choice. Go to smile.amazon.com and follow the instructions. Search for Early Light Academy in the list of available charitable organizations.

PEAK

The Early Light Academy Parents & Educators Advancing Knowledge (ELA PEAK) has been established to organize volunteers to fulfill the mission and vision of ELA, and to raise funds to support these goals. ELA PEAK is the school PTO (parent teacher organization). PEAK is a 501(C)(3) organization. This means that any cash or goods you donate to PEAK are tax deductible. This does not include spirit wear items you purchase from PEAK.

Money raised by PEAK may be used to assist with events including, but not limited to, 9th grade promotion, 9th grade etiquette dinner, Field Day, Red Ribbon Week, Teacher Appreciation Week, athletics, science fair, field trips, Capstone and meals for teachers during student-led conference days. As funds are available, PEAK may also donate money for teachers to use to improve their classrooms.

PEAK is always in need of parent volunteers. When you participate in PEAK fundraisers and/or donate your time, goods, or money in other ways, you're supporting our educators and helping to make ELA a better place for your students. Email peakpres@earlylightacademy.org to let PEAK know you'd like to get involved.

PUBLIC CODE OF CONDUCT POLICY

Early Light Academy (the "School") values and appreciates all of its students, staff members, parents, and other community members. The School is committed to maintaining an orderly, positive, and safe educational environment for all who come onto School property. The School has policies governing the conduct of its staff members and students. Such policies establish the standards of conduct that staff members and students must abide by and the disciplinary measures for staff members and students if they violate such standards. The purpose of this policy is to establish the standards of conduct that members of the public, including parents, must abide by while on School property and the penalties for violating such standards. The Public Code of Conduct Policy can be found [here](#).

ROOM PARENTS

Elementary School

Each elementary classroom needs room parents. Those interested in being a room parent will volunteer for their own child's teacher. Email the teacher or contact PEAK at roomparentcoordinator@earlylightacademy.org for room parent information. Room parents are there to assist and serve the teachers by organizing and running class parties and decorating the teacher's classroom door for red ribbon week, college week, hope & kindness week, teacher appreciation week, and helping the students recognize the teacher in other ways such as on their birthday.

Jr. High Parent Team

The junior high needs parental support similar to that of elementary room parents for Teacher Appreciation Week, teachers' birthdays, and other events throughout the school year. If you're interested in being a part of the Jr. High Parent Team, please contact the PEAK room parent coordinator at roomparentcoordinator@earlylightacademy.org.

SCHEDULES

Bell Schedule

You can access the bell schedule on the school's website [here](#).

	TARDY BELL	DISMISSAL
MONDAY – THURSDAY	8:25 AM	3:10 PM
FRIDAY	8:25 AM	1:00 PM

Daily Class Schedule

Daily class schedules are available on the school website and through the school mobile app.

SCHOOL COMMUNICATION:

Newsletter

We publish a weekly electronic newsletter during the school year. Parents are notified of newsletters by email and through the school mobile app. To subscribe to the newsletter or to ask questions related to the newsletter, please contact the main office.

ELA Mobile App

The ELA mobile app provides easy access to the most frequently requested information. You can find the app in both the Android and Apple app stores under "Early Light Academy".

SCHOOL DRESS CODE (UNIFORMS)

[Dress Code Procedure](https://www.earlylightacademy.org/policies-procedures) (<https://www.earlylightacademy.org/policies-procedures>)

Please thoroughly read the entire dress code document linked above and refer to it any time you have a question. The dress code is also available through the ELA mobile app. If you have questions, please ask your teacher or the front office for clarification.

DRESS DOWN FRIDAYS

Dress Down Friday occurs once a month. "Dress Down" means that students may wear regular school clothes to school that day, instead of the standard uniform or regular Friday spirit dress. Tops and bottoms need to be in good condition, appropriate for school (no vulgar phrases/images), and free of holes, tears, frays, and stains. Refer to the School's dress code clarification for the items that are "not allowed" for further clarification, as needed

HOLIDAYS

National holidays will follow regular dress code standards unless otherwise specified.

SPIRIT DRESS DAYS

Every Friday is "spirit dress day." Participation in spirit dress day is optional. Students wanting to participate may wear a school t-shirt or sweatshirt or any solid color collared shirt and/or any solid-colored denim pants/shorts/skirts instead of standard uniform dress. Shirts and bottoms must be free of stains and tears. Denim bottoms must be a solid color and in good

condition. No holes, tears, stains, embellishments, or markings are allowed. School extracurricular/club or Tanner Dance t-shirts may also be worn on spirit dress days.

SPIRIT WEAR

PEAK sells school spirit t-shirts and hooded sweatshirts. Traditionally, t-shirts and sweatshirts are available for sale at Back-To-School Night. PEAK may hold additional spirit wear sales throughout the school year. Spirit sweatshirts sold by PEAK may be worn on any uniform dress code school day, although, when worn Monday through Thursday, they must be worn over a collared shirt. School spirit, along with any club, sports team or extra curricular activities t-shirts and hoodies may be worn on Fridays and any other early out days throughout the school year.

SCHOOL LUNCH

Early Light Academy participates in the National School Lunch program. You may add money to your students' lunch accounts online through Aspire, our student information management system. You may also come into the office and fund lunch accounts in person with cash or check.

The monthly lunch menu will be in our weekly email, as well as published on our website and app. There will be multiple entree choices daily, with a fresh fruit and vegetable/salad bar included as part of both lunch options. You do not need to make lunch orders in advance. Students will choose their entree option in class shortly after school begins each day. Students will be charged for their lunch when they enter their 4-digit ID code in the lunch line.

The regular and reduced prices for student breakfasts and lunches are available on our website. If you would like to apply for Free and Reduced Lunches, the application is available in Aspire under your student's account. We only need one application per family. If you have questions about accessing this application, contact the front office.

SOCIAL MEDIA

Guidelines for Social Media Usage

- Posts that come across as accusatory, demeaning, shaming, or coercive aren't considered acceptable and are grounds for ejection from the group.
- Any content on a post that negatively impacts the school or any of its employees is considered grounds for removal.
- If you have a question or concern that directly relates to your student, please contact your classroom teacher directly, instead of using the School's Facebook group.

Facebook

Official School Announcements: "The Early Light Academy at Daybreak"

This account is monitored by Early Light Academy employees and can be used to find up-to-date information, including our weekly newsletter link. Parents who have questions regarding school policies, events, classes, etc. should ask on this official ELA Facebook page or contact the front office.

Parent Organization: "Early Light Academy Parents"

This group is run and moderated by PEAK leadership. ELA does not monitor this account. This is a closed group for ELA staff and parents of children currently enrolled in ELA.

This group is used for general questions, advice, posting thank you's, announcements for volunteer opportunities, class activities, and school events, and getting to know other parents at ELA. It's not to be used for free advertising for businesses, nor should it be used to ask questions that should be directed to the school.

Instagram

Official School Account: [ELADaybreak](#)

This account is monitored by Early Light Academy employees and can be used to find up-to-date information.

STUDENT CONDUCT AND DISCIPLINE PLAN

The goal of Early Light Academy (ELA) is to create a safe, civil and productive learning environment for all students. All School staff will work together to establish positive school and classroom cultures where teaching and learning are emphasized.

ELA intends for its student conduct practices to:

- Build a positive school environment that enhances school climate and safety.
- Teach and reinforce appropriate behaviors.
- Increase instructional time and academic performance.
- Create meaningful and durable behavior and lifestyle outcomes for students.
- Inspire students to become lifelong learners.
- Help students become positive and powerful contributors in any setting.

See the school's website for more information on ELA's [Student Conduct and Discipline Plan](#).

STUDENT-LED CONFERENCES & END-OF-YEAR PROGRESS REPORTS

Student-led conferences: Twice a year (Fall and Winter) the students put together a presentation or portfolio for their parents detailing their current progress and goals they are working toward. Student-led conferences teach the students leadership skills and accountability.

Elementary students do this during a time slot their parents sign up for. Junior high students have an open house style format, with teachers available to conference with parents after the student presents their progress and portfolio. The students set goals for the next quarter with their parents' input.

End of year progress reports will be printed and placed in the student file kept in the office. Parents may request a copy and pick it up from the office.

TEACHER ASSIGNMENTS AND JH CLASS SCHEDULES

Teacher assignments and Jr. High schedules are posted in Aspire (SIS) prior to Back-to-School night.

VISITOR CHECK-IN PROCEDURE

All visitors to the school during school hours must check in at the main office to follow state and federal laws. There is a laptop in the main office that you will use to login as a visitor or a volunteer.

You will receive an adhesive label badge that you must wear while you are visiting or volunteering at the school. Please remember to sign out through the office when you're finished volunteering or visiting for the day.

VOLUNTEERING AT EARLY LIGHT ACADEMY

If you are volunteering at the school during the school day, you will sign in as a volunteer in the office and HelpCounter will record those volunteer hours. To log in as a volunteer, you'll need to register with HelpCounter, our volunteer management software. Set up a username and password for home access from your own device at <http://www.helpcounterweb.com/ci/volunteer>. There, you can see and sign up for all of the school-wide volunteer opportunities and log any volunteer time you do outside of school hours on campus. When you sign in as a volunteer at the school for the first time, a user account will automatically be created if you don't already have one. If you've used HelpCounter at another school, you should be able to log in with that account and add Early Light Academy to the list of schools you volunteer at.

If you're new to HelpCounter, please create your free account here: www.helpcounterweb.com/welcome/?en=118325447. Notifications for upcoming volunteer opportunities will be sent out through email, the school newsletter, and may also be posted to social media platforms. Many of the school-wide volunteer opportunities are posted in HelpCounter.

Some opportunities for volunteering include, but are not limited to:

Book Fair Shifts

We have several book fairs throughout the school year. Shifts run throughout the day and some evenings for one school week. Book fair shifts are available for sign up in HelpCounter.

Classroom Help

Your student's teacher(s) will have various classroom volunteer opportunities throughout the school year. These may include:

- 1) Being a room parent (coordinating class parties, classroom specific activities for Teacher Appreciation Week, recognition of the teacher's birthday)
- 2) Chaperoning field trips
- 3) Opportunities to work with students in the classroom
- 4) Donating food or other items for class parties
- 5) Occasionally, there may also be opportunities to prep craft/art projects or class work at home

Food Donations

PEAK organizes staff meals for parent/teacher conferences, Teacher Appreciation Week, and other times as they arise. Your students may also have a few class parties where food donations are requested. Donating toward these meals is a great way to support the school. Food donations for class parties will be handled by room parents and/or the individual teacher.

Teacher Wish List/Book Fair Wish List

Most teachers have wish lists of both supplies and books they would like for their classes and/or classrooms. There are opportunities during book fairs to purchase and donate books on teachers' wish lists.

Sports, Clubs, Events, Special Projects

Throughout the year there are opportunities to help with sports, clubs, events, and special projects. You can ask the advisors of school clubs and/or extra-curricular activities about opportunities to volunteer. Volunteer help needed for events and special projects will be promoted through email and social media. Many of those volunteer opportunities will be listed in HelpCounter.

Join PEAK (ELA's PTO)

Opportunities to volunteer with PEAK include, but are not limited to:

- Grant Writing
- Fundraising & Donations
- Hospitality Committee
- Communications Committee