

ARCADIA ELEMENTARY STUDENT HANDBOOK 2019-2020

Parents,

Welcome to Arcadia Elementary! You are receiving a copy of the School Handbook to inform you of school expectations and policies for Arcadia in Granite School District. Please read the information with your student, then sign and return the Parent Signature Page to your child's teacher, and keep this copy for your records. Thank you!

Matthew Graham, Principal

Arcadia Mission Statement:

Arcadia Elementary school is committed to educating the whole child while providing a safe and nurturing environment that promotes a passion for life-long learning, respect for self and others, and an appreciation for individual differences.

ARCADIA, the acronym: **A**rcadia **R**oadrunners **R**espect, **C**are, and **A**ppreciate the **D**ifferences of **I**ndividuals as we are **A**lways learning.

Arrival and Departure of Students:

Students should arrive at school by 8:30, before the first bell at 8:35 and the tardy bell at 8:40. Students taking school breakfast will be allowed into the cafeteria at 8:00 a.m. Teachers take roll online and the automated system calls parents on tardies and absences, so plan ahead to avoid these. Students should leave school grounds immediately after school. Students will not be held back after school for any reason. Parents should use the DROP-OFF zone in the east parking lot, as well as the church parking lot for Grades 2 through 6. Please be sure to follow the ENTER and EXIT signs posted. Kindly slow down in the school zone and in the church parking lot. Let us keep all students and others safe.

Attendance:

School attendance is a prerequisite for success in school and life. Utah State Law requires that all minors attend school regularly. Students with 10 or more absences may be referred to juvenile court for truancy. Parents of students with excessive tardies will receive notification. Students should be to school on time. Tardy students must check in at the office to obtain a late slip. We strongly urge students to attend and to engage actively in their learning.

Bell Schedule:

8:35 First bell for K a.m., all-day K and all other grade students to line up at their respective doors
 8:40 Tardy bell; learning time begins at start of school
 3:20 Dismissal bell (Monday–Thursday)
 1:15 Dismissal bell (Friday, early days for all grades)

All-day Kindergarten: Start and end time: 8:35 to 3:20 p.m. Monday through Thursday
 8:35-1:15 on Fridays and short days

Morning Kindergarten: Start and end time: 8:35 to 11:40 (Monday–Thursday)
8:35 to 10:40 (Friday & early days)

Afternoon Kindergarten: Start and end time: 12:20 to 3:20 (Monday-Thursday)
11:15-1:15 (Friday/early days)

Breakfast and Lunch:

Patrons must apply every year for Free and Reduced Meals for their students. Apply online at myschoolapps.com for early processing. Food Services informs patrons of outcomes in writing. Students pay at the office or parents pre-pay at www.paypams.com. All money paid will be credited to the student's account. Please keep lunch accounts current. Any balances owed from last year for reduced rate meals need to be paid.

However, new students paying in full for school meals will be required to clear new balances owed if they are approved for free or reduced meals. Sign up online before school begins to benefit students and parents.

Breakfast	Elem		Lunch	Elem
Reduced	\$0.30		Reduced	\$0.40
Regular	\$0.90		Regular	\$1.50
Adult	\$1.75		Adult	\$3.35
Milk	\$0.30		Milk	\$0.30

Applications for free and reduced meals are welcome online up to 30 days in advance of the start of the new school year.

Note: Adult price of \$3.35 applies to anyone wishing to purchase a second lunch.

Arcadia Colors—Red and purple; Mascot—Roadrunner; & Motto: ARCADIA (Arcadians Respect, Care and Appreciate the Differences of Individuals as we are Always learning.)

Students may wear hats every Friday to help remind them that we help all to succeed.

Arcadia Rules:

Be Safe. Be Respectful. Be Responsible, and Use Kind Words (BSRRUKW).

Keep Your Hands, Feet, and Other Objects to Yourself (KYHFOOTY). Follow directions the first time.

Communication:

All educator email addresses are available on the school webpage. Additionally, parents are asked to set up a Parent Portal Account on the district webpage and to check student grades through GradeBook. A weekly Thursday note will include all school calendar events. Please refer to our webpage for the entire year's calendar, as well as the first-day school folder.

Watch for school updates online at www.graniteschools.org/arcadia, Facebook, educator webpages, blogs, flyers, marquee messages, emails, and automated phone messages.

Discouraged Activities:

Some activities expressly forbidden on school grounds are as follows: Bicycles to be pushed on school grounds; riding bikes—not permitted. Skateboards, roller blades, pop-out wheels, hoverboards, gas-powered scooters, etc. should remain at home. Snowballing, tackle games, sliding on ice, using phones/cameras at recess, leaving school grounds without teacher and parent permission, bothering students and other activities with a high risk of injury or emotional distress are forbidden. Baseball bats and hard baseballs are to remain at home. Balls from home may be lost, so use classroom equipment and leave all pricey items at home. Students are expected to follow playground equipment rules.

Dress Code:

Proper dress and grooming habits are essential for health, hygiene and safety. Students' dress should be weather-appropriate, modest, clean, and safe. Students not in suitable attire may call home for a change of clothes or wear a reasonable shirt from the office. Clothing that may NOT be worn to school include the following:

- a) Spaghetti strap tops (straps of 1 inch or less)
- b) Bare midriff or see-through tops
- c) Short shorts and short skirts (shorter than fingertip length)
- d) Sagging or baggy pants, riddled with rips or tears
- e) Clothing with inappropriate text or illustrations (tobacco, alcohol, drugs, sexual pictures, etc)
- f) Flip flops and flimsy sandals (high rate of foot injuries)

Electronics:

Granite School District has established that electronic communication devices such as cell phones and tablets have the potential of disrupting classroom activities when misused. Arcadia restricts all use of personal communication devices during school hours. Cell phones must be kept turned off in the student's backpack during school hours. Communication devices used in violation of school rules will be confiscated and kept in the office until a parent retrieves them. Arcadia Elementary and Granite School District accept no responsibility for the loss of, or damage to, any personal electronic device.

Granite School District Mission Statement & Goals:

Students will leave us prepared for college, career and life in the 21st century world.

Goal #1: Increase achievement for every student

Goal #2: Enrich and increase parent and community engagement

Health Information:

Parents should provide the office and teacher with information about their child's special health needs. Written instructions, including a telephone number and person to contact in an emergency, should be provided for diabetic, convulsive, or severe allergic disorders. Prescription medications should be administered at home whenever possible. Parents of students who need medication administered at school should obtain a copy of the medication policy and Permission to Administer Medication Form from the office. The parent and the physician must complete the form before medication administration at school. No medications, including aspirin, are administered at school without parent and physician consent. This policy also includes inhalers. Students should not carry controlled substances (i.e. prescription medication or over-the-counter medication) to and from school. Parents should deliver the medications in a container labeled by the pharmacy or physician. **Staff members are not permitted to "help out" at any time with an occasional Tylenol or cough drop.**

Homework Policy:

It is a school-wide goal for all students to read at least 20 minutes each night (100 per week). A good guide for time spent on additional homework assignments is 10 minutes for each year of school (30 minutes for 3rd grade; 40 minutes for 4th, etc.). However, students who have not utilized class time provided to complete a class assignment may need to do this "make-up" work at home. When needing help, be sure to call or email the respective teacher for support.

Illness:

Students need to stay home if they exhibit any of the following symptoms or illness:

- a. Fever
- b. Conjunctivitis/pink eye
- c. Scarlet fever, measles, chicken pox
- d. Ear infection
- e. Live lice
- f. Strep throat
- g. Recurring diarrhea or vomiting

A note from your child's doctor will excuse the absence(s). Send students back to school once they are well. As recess is a normal part of the school day, please have your student dress appropriately and participate in outdoor activities.

Immunizations:

In compliance with Utah law, students entering kindergarten must turn five on or before September 1. All kindergarten and other children coming to Arcadia are required to show proof of complete immunizations or an exemption certificate. Students have a short window of time to get the required immunizations before they are excluded from school by state law.

Injury:

School personnel will care for students involved in minor accidents (nosebleeds, skinned knees, etc.). We wash wounds clean with soap and water, but Utah law does not permit us to apply medication. We will place a bandage over the area. The office will call a parent in the event of a more serious accident or illness. Please make sure that telephone numbers are current on your child's registration card to help us reach you in the event of an emergency. Please check the injury when your child gets home. If neither parent nor the person designated as emergency contact is reachable, the principal will decide what action to take and may call for paramedics, depending on the situation. In all cases, we make a consistent effort to notify parents.

Library books:

Books are issued to students for a designated period. Fines are charged for books that are not returned in good condition and long overdue. We encourage students to read and care for books, audiobooks, and other materials.

Lost Items

Many coats and fleece jackets are left in the lost-and-found box every year. To prevent loss, we ask you to write your child's name on all coats and jackets. Clothing not picked up by the last day of school every year will go to the Granite Education Foundation.

Moving?

Please notify the school in person before you move from the area. A transfer slip must be prepared with the following information: child's last day of attendance, new address, and name and address of new school. All school materials, texts, and library books should be turned in or paid for, before a student transfer slip is issued and student records released. The new school will request your child's school files. Granite schools access information online. If by chance you move out of our school boundaries, you are responsible for informing the school and filling an appropriate Open Enrollment Permit required for out-of-boundary attendance.

Personal Possessions:

Students are expected to leave at home toys, candy, gum, or handheld devices. If found at school, the items will be taken away and kept in the office for parents to pick up.

Electronic Devices on School Premises and at School-Sponsored Activities

Electronic devices may be useful for student instruction, but the same devices have the potential to disrupt the orderly operations of a school. Consequently, schools have the authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school-sponsored activities.

Using electronic devices to bully, harass, humiliate, or intimidate either students, employees, or patrons, will not be tolerated. Prohibited uses include, but are not limited to the following: illegal activities, threats of any kind, discriminatory, abusive, or disparaging communication; any form of pornography or indecent content; solicitations or other inappropriate communications regarding sex or sexuality; and grooming. Students shall obtain consent before taking photographs or videos of other individuals.

The use of electronic devices is prohibited in areas where there is a reasonable expectation of privacy such as bathrooms and locker rooms. Individuals shall exit these areas before using an electronic device, except in the case of a health or safety emergency. Electronic devices used in violation of this policy shall be confiscated and returned to parents/guardians, subject to administrative and criminal investigations.

Arcadia Elementary School and Granite School District are not responsible for the loss or damage to any electronic device.

Parent Teacher Association (PTA):

Join the PTA and build school morale through involvement at different levels. Dues: \$5.00 or checks payable to the Arcadia PTA.

Recesses:

Arcadia's Community Council has established that students will go outside for all recesses unless the temperature drops below 20 degrees (including wind chill factor). Children who have been ill and bring a parent note requesting an inside day will remain indoors. All students are encouraged to use the restroom and to get water breaks during recess times.

Roadrunner Pride:

We love our school and grounds and ask all our employees, students, patrons and PTA to do their part to pick up after themselves. Let us keep our school clean, nice and special to honor the learning and instruction taking place. We also request your help as neighbors. Please protect our school by reporting any vandalism, weekend parties, fighting, vehicles on the playground, and broken sprinklers. Call the office at 385-646-4756 or Granite Police at 801-481-7122 during school hours, or the Unified Police Department of Greater Salt Lake after school hours at 801-743-7000.

Safe School Policy:

The Granite Board of Education adopted a school safety policy that ABSOLUTELY PROHIBITS the following:

- a. Any threat or act of violence
- b. Possession of any type of real, look-alike or pretend weapon, regardless of intent
- c. Any form of gang activity

- d. Any type of criminal behavior
- e. Any destruction or defacement of school property
- f. Willful disobedience or persistent defiance of authority

Arcadia Elementary shows zero tolerance for bullying, harassment, or any form of negative behavior toward children and adults in the school or school grounds. At the same time, Arcadia provides ongoing support to wean students off of poor social and/or academic habits.

Students who violate this policy may subject themselves to any of all of the following: in-school suspension, behavior contracts, referral to law enforcement, mandatory parent conference at school, or referral to the Granite Safe School Committee for placement in an alternative program, expulsion from school, or other action. The student will be safe-schooled to the district for further action, with suspension out of school after conferences with parents and principal. With this said, I repeat that Arcadia El is a safe learning place, and we plan to keep it safe, happy, friendly, and respectful for children and adults.



Granite School District
2500 South State Street
Salt Lake City, Utah 84115
385-646-5000

Granite School District strives to provide safe, supportive, and welcoming schools for all students. District policies prohibit conduct that is unsafe, disruptive, or disrespectful toward others.¹

School Safety

District policies do not allow for unsafe conduct. For example, District policies prohibit threats or acts of violence; real or look-alike weapons; explosive or flammable materials; gang activity; criminal behavior; destruction or damage to property; willful disobedience or defiance; and possession of illegal drugs, alcohol, or other prohibited substances.

Bullying, Cyberbullying, Harassment, Hazing, and Other Similar Conduct

Bullying, cyberbullying, harassment, hazing, and other similar offensive conduct is also prohibited. Generally, this type of conduct includes an intent to cause distress or harm; involves a relationship with an imbalance of power; and includes repeated acts (or one serious act) of violence, intimidation, humiliation, or social isolation. Offending conduct can be physical, verbal, or written and may come in the form of social pressure, criticism, disrespectful behavior, or excluding others from an activity intentionally. Conduct may be intended as retaliation toward another person, which is also prohibited. Offending conduct may be obvious or subtle and it can include enlisting another person to commit the prohibited actions. Offending conduct can also be considered discrimination if the conduct is based on a person's race, gender, or some other protected classification.

Reporting and Correcting Offending Conduct

If you are treated in the ways described above, or you see another person being treated that way, please report the conduct as soon as possible. There are many ways to make a report:

- you can talk to your principal, teacher, or another employee at the school;
- you can leave a message in “Buddy Boxes” or deliver it in writing to the office;
- you can call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- you can use the SafeUT application on your phone or your parent’s phone;
- you or your parents can report to the District by calling the School Accountability Department: (385) 646-4510;
- you or your parents can report to the District by calling the Educational Equity Department: (385) 646-4205;
- you or your parents can report to the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204.

Administrators will investigate all reports, make corrections, and work to prevent further misconduct. School officials shall notify parents of incidents involving bullying, cyberbullying, hazing, retaliation, harassment, discrimination, or other similar conduct. Based on the severity of the conduct, students may receive discipline including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment. False reports or allegations are prohibited and may also result in discipline.

For more information about these subjects, please contact the District Compliance Office by calling (385) 646-4009.

Student Checkout Procedures:

If your child needs to check out during the school day, please take the following steps:

1. Call the office or send a note with your child to notify the school beforehand.
2. **Bring your photo ID/Driver’s License.** Office staff will check photo ID and call your child from the classroom to leave with you. All parents must stop at the office.
3. Before you leave, sign the checkout form located on the office counter.

Your child can only be released to persons authorized by you on the registration card. Students cannot walk home alone or meet a parent outside the building. All parents must stop at the office and may not access the classroom directly during school time.

Student Recognition:

We are a Positive Behavior Intervention and Support (PBIS) school, which means that we try and recognize positive behavior throughout the day by giving tickets out to students who exhibit kindness to others or who follow the school rules. Every Friday, we draw names and those students receive a prize.

Tardiness:

Please have students at school on time. Students are rewarded for 100% attendance for no tardies or absences. 5/30/2017

Telephone use (office):

Please plan ahead and clarify after-school plans with your child in advance. Kindly refrain from habitual calling every afternoon to convey messages to your child in class. In case of emergency, we would be glad to help you reach your child. A phone pass from the teacher is required for students to initiate a phone call from school. Students may not use the office telephone to make after-school plans with friends.

Textbooks, planners, and electronics:

These are expensive tools for learning; we expect students to be responsible in their use. Materials lost must be replaced.

Transportation:

Only bus students are allowed to ride Granite District buses, without exceptions.

Driver:	Teri L		
Bus #:	346		
Run #:	212101	▲ (OR)	
<u>Bus Stops</u>			
3320 W 5560 S (Danube Dr)			7:55
3402 W 5560 S (Danube Dr)			7:58
3526 W 5430 S (Crown St)			8:02
5614 S 3580 W			8:05

Treats, Invitations & Gifts:

Nut-free food items brought to school as birthday or party treats must be commercially prepared and packaged. Please do not deliver private party invitations at school, out of regard for all students in the class. Balloons are not permitted due to possible latex allergies.

Visitor and Patrons:

All visitors must report to the office and use the Guardian Gate system. Relatives, friends, or preschoolers cannot attend classes with students or go on field trips. Parents who wish to visit a class should make arrangements with the teacher. **Parents should not walk students to class without a visitor's pass.**

Volunteers:

Volunteers are sorely needed and warmly welcomed. Please sign the volunteer log in the office. The PTA has a volunteer coordinator who will provide you with information and assistance. Volunteers for field trips must be parents or guardians willing to pay \$40.00 to Granite for fingerprinting and background checks. This is Utah Law to protect children. **If interested, please apply online at graniteschools.org. Click on "Find Employment" and then scroll down to the "School Volunteers" posting. After you have applied, please let the office know so that the principal can check your references and get you signed up.** Every grade needs approved volunteers who are authorized to accompany small groups of students.

Our Community Council meets monthly in the Library. All patrons are invited. Your valuable input is needed!

Thank you for reading the School Handbook and discussing items with your student.

I have read the student handbook and agree to follow the policies and rules outlined above.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please return this portion of the handbook to your teacher.
