

ARCADIA ELEMENTARY PARENT & STUDENT HANDBOOK 2023-2024



Hello,

Thank you for taking the time to read the Arcadia Elementary Student Handbook. This handbook contains the information, policies, and procedures of the school. Familiarizing yourself with this information will help ensure you have an enjoyable experience while going to school here.

Parents, please read the handbook with your child and be sure to sign that you have read it on the Parent Signature Form you received on the first day back. Once signed, please have your child return it to his or her teacher or give it to one of the office staff.

I look forward to another great year at Arcadia Elementary School! Please let me know if you have any questions about the material below.

Sincerely,

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.

Our Theme for the Year: "Wild About Learning!"

ARCADIA'S CONTINUOUS IMPROVEMENT PLAN 2023-24

In our CIP, we have three areas of focus for which we have goals to work towards. They are:

ACADEMIC GOALS

Goal 1: Upper grade students will increase RISE Test proficiency rates in Reading by 7%, in Math by 6%, and in Science by 5% by the end of summative testing.

Goal 2: All students will increase Acadience Reading and Math proficiency rates by 6% working towards 70% overall proficiency by the end of the school year.

SOCIAL SKILLS & DISPOSITIONS GOAL

Goal: As a school, we will reduce the overall number of behavior referrals by 7% by the end of the school year.

TALENT DEVELOPMENT GOAL

Goal: Teachers will collaborate 98% of the time at least eight times each month to review student data and strategize on how to best help all students progress towards proficiency in all subjects by the end of the school year.

If you have questions about this plan or anything school related, please arrange to speak with me or the assistant principal by visiting/calling the office or emailing us. **Parents and all stakeholders play an important part in helping us succeed with our CIP goals. Please ask your child's teacher how you can help.**

ATTENDANCE (ABSENCES & TARDIES)

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 district 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.

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

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)

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

BREAKFAST & LUNCH

Meals are NOT free this year. Patrons must apply every year for Free and Reduced Meals for their students. Apply online at www.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. Sign up online before school begins to benefit students and parents.

Prices are subject to change.

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

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

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

BUILDING HOURS FOR 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 8:10 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.

COMMUNICATING WITH TEACHERS & STAFF

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 monthly calendar will be sent home at the first of the month and will include all school calendar events. Watch for school updates online at www.graniteschools.org/arcadia, Facebook, educator webpages, blogs, flyers, marquee messages, emails, and automated phone messages.

COMMUNICATION WITH THE SCHOOL

Most communication from the school comes via email. I also post messages on Facebook and text parents when something important goes out. All emails are reposted on our website. To be kept up-to-date with everything happening at the school, please check with a secretary the next time you're here to ensure we have the correct email address and phone number for you. It is VERY important we have correct contact information in case of an emergency. If you change phone providers or move, it is imperative that you come to the school and update your contact information on your child's registration card.

DONATIONS & FUNDRAISERS

Donations are always welcome. We always need school supplies, books, field trip money, meal supplementation, copy paper, classroom materials, and technology items. A supply list is below.

We usually have three fundraiser a year. Our fall fundraiser will be through PTA. We may have a charity fundraiser in the middle of the year to help out students through the holiday season, and our school fundraiser will be in the spring. If you do not want to buy anything, please consider donating \$30.00 to the school instead.

DRESS CODE POLICY

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 or pair of pants from the office. Clothing that may NOT be worn to school include the following:

- a) Spaghetti strap tops (straps of 1 inch or less) or tank tops
- 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 POLICY (TELEPHONE & OTHER DEVICES USE)

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 unless they are part of an instructional activity authorized by a teacher.

Cell phones, tablets, smart watches, etc. must be kept turned off in the student's backpack or pocket during school hours. Communication devices used in violation of school rules will be confiscated and kept in the office until the end of the day. Students who violate the policy once may get their device back the first time it is confiscated. If the device is confiscated a second time, a parent will be required to come and get it. I may speak with you at this point and remind you and your child of the policy. Arcadia Elementary and Granite School District accept no responsibility for the loss of, or damage to, any personal electronic device.

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. Students are not permitted to use cell phones or smart watches (this includes texting) in or out of class, including recesses, during the school day. As stated before, all cell phones/electronic devices should be stored in a backpack or a pocket until after school. Smart watches may be worn on the student's wrist as long as the student obeys this policy. If a student continually breaks it, he or she will be required to put the device in his or her backpack until the end of the day.

District policy states that using electronic devices at school or elsewhere 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 when permitted to have their phone by a staff member.

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.

HEALTH INFORMATION (ILNESSES, IMMUNIZATIONS & INJURIES)

Student Health Needs & Medication Policy/Procedures: 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.

Student 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
- h. COVID-19 symptoms

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.

Student 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.

Student Injuries: 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.

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 your child's teacher for support.

LEAVING ARCADIA

Please notify the school in person before you move from the area to another school's/district's boundaries. 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 if you wish to remain attending Arcadia.

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.

MISUSE OF SCHOOL PROPERTY & VANDALISM

If a student chooses to misuse or break school property, he or she will be referred to the principal for an appropriate consequence. If the item is expensive, parents may be required to replace it or students may do school service to work off the debt. It is the expectations of the school that all students treat school property with respect.

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.

OUR FACEBOOK PAGE

We post important information on Facebook throughout the school year. We have many followers and invite you to join as well. You can follow us at [Facebook.com/ArcadiaElementary](https://www.facebook.com/ArcadiaElementary).

PARENT & GUEST PARKING / STUDENT DROP-OFF & PICK-UP PROCEDURES

Parents and guests are invited to park in the east parking lot. Please always enter through the front doors so you can check-in and receive a visitor's pass if entering the school. This does not apply for school events like our Halloween Parade or Holiday Sing-along.

Parents should use the DROP-OFF zone in the east parking lot, as well as the church parking lot for Grades 2 through 5. 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.

Please DO NOT drop off/pick up students or park in the bus zone.

PARENT PORTAL

The Parent Portal is located at: <https://portal.graniteschools.org>. If you don't already have an account set up, the portal will allow you to access student grades, check attendance, and inform you on other school related matters. It is very important all parents create an account and check the

portal often. If you do not have computer access on a phone or at home, you may come to the school and use a computer at any time to set up your account.

PARENT RESOURCES

The following are a list of resources you can access (clickable links are included in my welcome back newsletter on our website.

- Utah Parent Center
- UEN Parent Resources
- UT PTA Parent Resources
- Tips for Effective Parenting
- 988 Suicide Prevention Hotline
- U of U Family Resources
- WFS Parent Resources
- Resilient You!
- Parents Empowered
- Utah 211

PARENT/TEACHER CONFERENCES (SEPS)

Parent/teacher conferences are on 9/19 & 9/20 and 2/7 & 2/8 from 3:30 – 7:00 p.m. You can schedule a conference time by going to the school website a few weeks before conferences are held. This year, we will hold mostly face to face conferences. If you really need a virtual conference, please contact your child's teacher to schedule a mutually convenient time during those two days.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

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. Students will be able to buy prizes with their tickets.

PARENT TEACHERS ASSOCIATION (PTA)

Join the PTA and build school morale through involvement at different levels. Even if you can't attend PTA meetings, you can still sign up to volunteer at different school events or on field trips. We will have some Parent Engagement Nights this year and will need volunteers to help out. Please speak with a secretary to obtain a dues envelope from the office or you can pay online. Contact the PTA for details at arcadiaroadrunnerspta@gmail.com Dues: \$5.00 - checks payable to the Arcadia PTA.

RECESS GUIDANCE

Arcadia's Community Council has established that students will go outside for all recesses unless the temperature drops below 22 degrees (including wind chill factor). Children who have been ill and bring a parent note requesting an inside day will remain indoors.

REGISTRATION

New parents and students are invited to come to the school and fill out a registration card. At that time, you will be required to present the following:

- An original birth certificate
- Proof of residency (mortgage statement, utility bill, rental agreement, etc.)
- Your driver's license or government ID (i.e., passport, state ID card, etc.)
- Immunizations

Usually, students begin attending school the day after registering in order to give the teacher time to get a desk and materials prepared.

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.

The complete [Granite School District Safe School Policy](#) is located [here](#) if you would like to research this issue more. The [Student Code of Conduct](#) is also available for your review.

Emergency drills are held once a month to practice what to do in an emergency so everyone is prepared. If you come to the school during one of these drills, please wait outside until the drill is over and an administrator or school staff come to unlock the door.

All visitors must report to the office. 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.**

SCHOOL & TEACHER WEBSITES

Our school website is <https://schools.graniteschools.org/arcadia>. The website has the important information, announcements, news and schedules that will help you know what is going on at Arcadia. Most parent communication happens via the website, email and social media. If your email is wrong, you most likely will not receive important information from the school. Please check with a secretary to make sure we have your correct email address and telephone number in the system if you're unsure.

SCHOOL COMMUNITY COUNCIL

Our Community Council meets monthly in the Library. All patrons are invited. Your valuable input is needed! ***Please consider being a part of Community Council.*** We meet once a month at 3:45 in the library. If you're interested in becoming a member, please email the principal at mgraham@graniteschools.org.

SCHOOL RULES

Our school rules are the same as the district's Graduate of Granite Characteristics that students are graded on when report cards are issued. The school rules are:

- Be Respectful
- Be Dependable
- Communicate Well
- Be Responsible
- Do Hard Work & Be Resilient
- Obey KYHFOOTY (Keep your hands, feet & other objects to yourself)

I repeat the school rules during morning announcements and they are posted throughout the building and in classrooms.

SCHOOL SERVICE & 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.

STUDENT CHECKOUT PROCEDURE

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. Even if the secretaries know you, they are required by law to check your ID every time you check your student out. 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.

SUGGESTED CLASSROOM SUPPLY LIST

- 12 No. 2 pencils (mechanical for upper grade students)
- 1 pack of Expo dry-erase markers
- 1 box of 24 count crayons\
- 2 glue sticks
- 1 box of tissues
- 1 pink eraser
- 8 broad tip markers
- 1 pair of student scissors
- 1 pencil case
- 1 wide ruled spiral notebook
- 3 pocket folders
- 12 colored pencils

- Earbuds
- Computer mouse with USB connection
- 2 individual hand sanitizers
- 1 ruler
- 1 pack of highlighters

This list is only a suggestion. Elementary students are guaranteed a free and appropriate public education so classroom supplies and donations are not mandatory.

THINGS TO AVOID

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. 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.

Transportation & Bus Stops

<u>ARCADIA EL</u>			
3461 W 4850 S			
		updated	3/13/2023
Driver:	Ellen C		
Bus #:	405		
Run #:	212101	▲ (OR)	
<u>Bus Stops</u>			
3320 W 5560 S (Danube Dr)			7:55
3402 W 5560 S (Danube Dr)			7:56
3526 W 5430 S (Crown St)			7:58
5614 S 3580 W			8:00
<u>SPECIAL ED DRIVERS</u>			
Driver:	Brad D.		
Bus #:	914		
Run #:	212102SE		
Driver:	Marcie T		
Bus #:	919		
Run #:	212103SE		
Driver:	Mike P.		
Bus #:	374		
Run #:	212104SE		

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



Track your
Bus!



DOWNLOAD:

Here Comes The Bus[®]



- ✓ Shows the location of your child's bus in real time
- ✓ Provides arrival times for both home and school routes
- ✓ Sends you a notification when your bus is near

Questions?

Email: buses@graniteschools.org



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. Latex balloons are not permitted due to possible latex allergies.

VOLUNTEERING

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 a fee to Granite School District for fingerprinting and background checks. This is Utah Law to protect children. **If interested, please let the principal know so that he can post a job for a school volunteer on the Granite School District website. Once it appears, apply online at graniteschools.org. 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.

Thank you for reading the School Handbook and discussing our policies and procedures with your student.

Matthew Graham, Principal
Office: (385) 646-4758
Cell: (801) 618-8768
Email: mgraham@graniteschools.org

Brooke Snell, Assistant Principal
Office: (385) 646-4756
Email: bsnell@graniteschools.org

Contact us at:
Arcadia Elementary School
3461 W. 4850 S.
Taylorsville, UT 84129
(385) 646-4756
Fax: (385) 646-4757
Website: <https://schools.graniteschools.org/arcadia>
Facebook: [Facebook.com/ArcadiaElementary](https://www.facebook.com/ArcadiaElementary)

