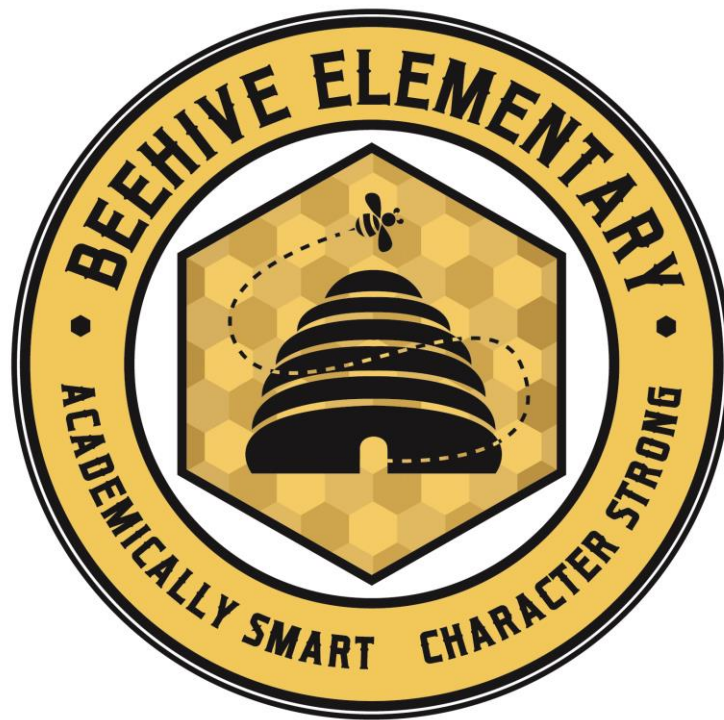


Parent and Student Handbook 2017-2018

Beehive Elementary

"Learners and Leaders Becoming Academically Smart and Character Strong"



Questions or Concerns may be addressed to:

Nichole Higgins, Principal
Beehive Elementary
5655 S. 5220 W.
Kearns, Utah 84118
385-646-4768
nthiggins@graniteschools.org

Beehive Elementary Bell Schedule

8:35 A.M. First bell rings

8:40 A.M. Tardy Bell

10:30 – 10:45 A.M. Recess – Kindergarten

10:45 – 11:00 A.M. Recess – 1st grade

10:45 – 11:00 A.M. Recess – 2nd grade

10:00 – 10:15 A.M. Recess – 3rd grade

10:00 – 10:15 A.M. Recess – 4th grade

10:45 – 11:00 A.M. Recess – 5th grade

11:30 – 11:45 A.M. Recess – 6th grade

11:40 A.M. Kindergarten Dismissed

12:20 P.M. – 12:55 P.M. 1st grade lunch (recess first- 12:20-12:40)

12:15 P.M. – 12:50 P.M. 2nd grade lunch

11:55 A.M. – 12:30 P.M. 3rd grade lunch

11:45 A.M. – 12:20 P.M. 4th grade lunch

12:05 P.M. – 12:40 P.M. 5th grade lunch

12:25 P.M. – 1:00 P.M. 6th grade lunch

12:20 P.M. Kindergarten Begins

1:45 – 2:00 P.M. Recess – Kindergarten

2:30 – 2:45 P.M. Recess – 1st grade

2:00 – 2:15 P.M. Recess – 2nd grade

2:15 – 2:30 P.M. Recess – 3rd grade

2:00 – 2:15 P.M. Recess – 4th grade

1:45 – 2:00 P.M. Recess – 5th grade

3:20 P.M. School Dismissed

Planning Day Schedule

8:35 A.M. – 10:40 A.M. Kindergarten A.M.

11:10 A.M. – 1:15 P.M. Kindergarten P.M.

8:35 A.M. – 1:15 P.M. Grades 1 – 6

Note: Our before school playground supervision begins at 8:15 a.m. Please have your children leave home so that they will arrive at school after 8:15 a.m. and go to the playground area. Students will be allowed to enter the building when the first bell rings at 8:35 a.m. Students will not be held after school unless the parents are notified. In case of inclement weather, students will be allowed to enter the building and go into the multi-purpose room at 8:15 a.m.

Americans with Disabilities Act (ADA)

The ADA allows for reasonable accommodations to be made in order for a person with a disability to receive an appropriate education. If you suspect your child may have a disability, please contact the principal. The Student Support Team will evaluate the situation to determine what action or accommodation, if any, is appropriate.



Attendance and Absences

Please carefully read the “Granite School District Attendance Policy” page included in the cream-colored district information book as part of the registration packet.

The following is a review of the Granite District policy on absenteeism: According to the Utah Compulsory Attendance Laws, parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, family emergencies, or a death of a family member or close friend. Please send a note to your child’s teacher following an absence explaining the reason for your child’s absence.

The District Policy states: **Seven or more days (or equivalent periods)** of excused absences within a school year are considered excessive and may require a doctor’s note to excuse subsequent absences.

After five or more days (or equivalent class periods) of unexcused absences within a school year, the school will mail parents a Truancy Letter asking for the parent’s help with their student’s attendance and warning of consequences for further truancy. Feel free to check with the office concerning the number of unexcused absences that your student may have.

After ten days (or equivalent class periods) of unexcused absences within a school year, the school will mail the student and parents a Habitual Truancy Notice/Pre-Court Hearing. The Habitual Truancy Notice requires the student and parents to appear at a pre-court hearing. Students may be assessed a truancy fee.

After 15 or more days (or equivalent class periods) of unexcused absences within a school year, student and parents will be mailed a habitual Truancy Notice. Students may be referred to the Salt Lake County District Attorney.

It is important that a note be sent explaining your child’s absence following your child’s return to school. However, a note alone does not automatically guarantee that an absence will be excused. In accordance with district policy, an excused absence is:

- **illness** (Parents may excuse their students with a note or a phone call **7 times** in a school year, thereafter, only a doctor’s note will excuse the absence.)
- **Dr.’s Appointment that cannot be scheduled outside of the school day** - can be excused with a note from the doctor’s office.

- **Family crisis** - with school agreement and knowledge; number of days excused is up to the school.
- **Death in the family or that of a close friend** - obituary.
- **Family holiday** - can be excused with the acceptance of the school.

If you know in advance that an absence is going to be excessive, please let your child's teacher know. The school is here to assist you.

Automated Phone System: An automated phone call goes out to the home whenever a student is marked absent. If you receive an automated phone message that your child is absent and you believe your child is not absent, please contact the school immediately to confirm that your child is present.

Tardiness: Students are expected to be in the classroom and in their seats when the second bell rings. First bell rings at 8:35 a.m. The tardy bell rings at 8:40 a.m. When students come late to school, they lose valuable learning time, interrupt the class, and miss important instructions for the day. In cases of frequent tardiness, we will ask the parents to correct the problem. If students are late, they must report to the office and get a tardy slip before going to class. Parents will be contacted for excessive tardiness.

Bicycles, Scooters, and Skateboards



For the safety of all, bicycles, skateboards, and scooters may NOT be ridden while on school grounds during school hours. Students violating this rule may have their item confiscated and may also lose the privilege of bringing the wheeled transportation to school. Be aware that students choosing to ride their bikes should have a lock to secure their property; all items must be stored outside the school. Beehive Elementary is not responsible for any item which is lost, stolen, or vandalized.

These rules must be followed:

- Follow the rules of the road/obey traffic laws.
- Be careful of pedestrians.
- Walk your bike, skateboard, or scooter on school grounds.
- Lock your bike, skateboard, or scooter in the Bike Barn.
- Wear a helmet.

Roller blades and shoes with wheels that cannot be taken out **are not allowed** on school grounds.

Birthdays

Some birthdays occur during the school year and children like to bring birthday treats to members of their class. This is not necessary and is not required. However, if you would like to have your child bring treats, please contact the teacher and make arrangements. Remember that the State Health Policy prohibits distributing food items

that are not commercially prepared and packaged. Please be aware there may be students with certain food allergies. Check with the teacher for acceptable treat lists.

We understand how important birthdays are to children, **but parties detract from the educational tasks at hand** and cause problems for some children due to circumstances beyond their control. In fairness to all of our students, we ask that **parties, balloons, and other activities that disrupt learning be held until after school**. Balloons should not be sent to the school, and will not be allowed in the classroom.

Building Hours

“Granite School District does not provide for student supervision on elementary school playgrounds before or after school.”

Opening:

The front doors of the school will be open starting at 8:00 a.m. On cold or stormy mornings, students are welcome to come inside the front doors to the Multipurpose Room. Otherwise they are expected to go to the playground to wait for the first bell to ring. A sign on the door will let students know if they can come inside to wait or not. Students should arrive at school as close to the beginning time as possible, that is, not more than 5 to 10 minutes before the start of the school day.

Students wishing to eat breakfast may enter the building when the breakfast doors open at 8:10 am. Students eating breakfast may enter the building and go straight to the cafeteria to eat. **BREAKFAST CLOSSES AT 8:30 AM.** Students wishing to eat breakfast need to be in the cafeteria before closing time. After finishing with breakfast, students may go to the gym and sit with the other students if it is an inside day or go outside and play until the bell rings.

Closing:

When the bell rings for school to be dismissed (3:20 Mondays through Thursdays; 1:15 on Fridays) students are asked to *exit the building by the door assigned to the classroom*. This courtesy helps with hall congestion and a smooth traffic flow through the school. Students should go directly home or to a care provider. If older students need to pick up younger students, an outside meeting location, such as the flag pole, needs to be arranged. If students have not been picked up by their parents and the office has been unable to contact parents by 3:45 PM the Granite School District Police may be notified.

Computer Use

Students at Beehive Elementary have access to computers during the day. Teachers may also have time scheduled to take classes to the computer lab regularly. While in the lab, students are encouraged to spend their time productively. Internet access is available under teacher supervision throughout



the school. Before students are allowed to gain access to the Internet, an Acceptable Use Policy Form must be signed and on record at the school. Students are expected to care for computers and not abuse them. Occasionally, inappropriate sites are opened on accident. Should this happen, students must immediately report the situation to the teacher. Students making "hits" to inappropriate sites without notifying the teacher and backing out immediately will have all computer privileges revoked. Please read over the Acceptable Use Policy with your child.

Dress Standards

We support the position that parents should oversee their children's dress so that it is modest, clean, and appropriate. Appropriate clothing and a well groomed appearance enhance student learning and invite positive social interactions. Student dress and grooming send messages to others and influence the way students act and interact with each other. It is our desire to help students learn self-governance. Emphasis will be on talking through problems with students whose personal appearance needs improvement. In such cases, parents will be notified, requesting their assistance in correcting the problem. We offer these guidelines:

- ☐ Clothing must be adequate for the weather.
- ☐ Shorts may be worn during warm weather, but they should not be extremely short (at least coming down to the tips of the finger tips) or very tight.
- ☐ Tank tops (shoulder straps less than three fingers in width), biker shorts, halters (bare backs), low-cut front, midriffs (stomachs exposed), or cut-offs (sleeves/legs), are not appropriate for school.
- ☐ Clothing that allows under garments to be exposed are not appropriate in school.
- ☐ Any apparel, color combinations, jewelry, accessory, manner of dress, or grooming that may denote gang involvement as identified by the Metro Gang Task Force are not permitted.
- ☐ Clothing displaying inappropriate pictures, liquor or smoking advertisements, sexually suggestive messages, violent or drug related messages is not allowed.
- ☐ Hats are not to be worn in the building, and if worn outside, should be worn appropriately.
- ☐ Shoes must be worn at all times. It is recommended that for student safety, shoes should be appropriate for walking and playing. Flip-flops and sandals frequently result in foot injuries. It is highly recommended that these types of shoes not be worn.

If a student is dressed inappropriately, parents will be called to bring more suitable clothing for the day. In the event that a parent cannot be reached, every effort will be made to find appropriate clothing for the student to borrow.

****Parents serving as volunteers in the classroom or supervising students on field trips or other school activities are expected to follow the Beehive Elementary Dress Code.**

Homework Policy

Homework contributes toward building responsibility, self-discipline, and life-long learning habits. Please review the following guidelines with your child and help him/her establish a specific place and time to complete daily homework activities:

1. Students are expected to read or be read to daily at home for at least 20 minutes. This is top priority. It is also part of the Bee-A-Reader incentive program sponsored by the PTA.
2. Students are expected to work at home daily on math concepts as assigned by teachers.
3. Teachers may assign additional homework at their discretion to support instructional goals.
4. It is expected that students will complete all homework assigned to the best of their ability. Parents are encouraged to communicate with the teacher if there are questions or concerns about homework.
5. Parents may also access teacher web pages to find math support and extra materials for students to work on at home.
6. When a student is absent, the teacher will provide make-up work for that student as requested by the parent AFTER they return. It will not be given out ahead of an absence.

Leaving School Early

The school will not release a student during the school day unless a previously authorized adult has signed the child out at the office. Releasing children to an empty house or to walk home alone is an unwise and unsafe practice. To protect you from unforeseen problems, parents are encouraged to list on the registration cards any relative, friend or older sibling who would be authorized to sign a child out of school. **If the person is not listed on the card, or listed individual cannot show a picture I.D., students will not be released.** All authorized persons, including parents/guardians, will need to come to the office, sign the release record, and show a picture I.D. We will then call the child to the office. Never go directly to the classroom or to the playground to pick up your child. Because of obvious safety issues, students must be released through the office.

Money and Other Valuables

Students are discouraged from bringing money and other valuables to school except when absolutely necessary. Please place money for lunch, milk, or book fines, etc., in a sealed envelope and list the child's name and teacher on the outside. Students are responsible to deposit money envelopes in the payment box in the office. The school

cannot be responsible for loss or damage to personal belongings, although assistance will be made to help find lost items.

Non-Elementary Students

Non-elementary students are not to be on school grounds during school hours unless accompanied by a parent. If older brothers or sisters are to meet a younger sibling after school, they need to arrange a meeting place **outside the fence surrounding the playground**. Teenagers are very intimidating to our younger students and frighten them easily. When groups of teenagers start congregating, horse play usually begins and our elementary students take the brunt of the action. **All teenagers, especially junior high students, will be asked to leave campus if they are seen on school grounds after school.**



Parking Lot

Please follow all signs and markings on the parking lot. In addition, we ask that all patrons please follow these guidelines:

1. **Drive slowly** – it's a parking lot!
2. Students have been taught to remain on the sidewalk.
3. The whole Pick-up/Drop off zone is for parents to pick up or drop off students. Parents, please stay in your vehicles.
4. The Through Lane goes around the large parking lot. The lane in the middle of the large parking is not a through lane but is for accessing parking stalls only.
5. If there is nowhere to stop in the Pick-up/Drop off zone, drive around in the Through Lane or park (without getting out of your vehicle) in the large parking lot until an opening becomes available.
6. No stopping, parking, or picking up/dropping off in the Through Lane.
7. The small parking lot is ONLY for parking; NO drop off or pick up in this area.
8. If you want to park and leave your vehicle to pick up or drop off, you must park in the small parking lot or in the county lot and use the sidewalks so students are not crossing through traffic to get to your vehicle.
9. For everyone's safety, do not walk across traffic lanes or parking lot during pick up/drop off times. Please use the crosswalk.

The new parking lot was designed specifically to accommodate the large number of parents who drop off and pick up students each day. Student safety is of utmost concern. When everyone follows the guidelines, our drop off and pick up times are much more pleasant for everyone.

Pets and Other Animals

In all cases, parents must consult with the teacher before bringing any animal to school. If this is arranged, all animals must be properly caged or leashed. All animals must be taken home immediately after the sharing experience. If your child has any allergy to animals, please inform the teacher so we may avoid any reactions to pets brought for show and tell. Please do not bring pets or other animals onto the school grounds before or after school while students are outside.

School Parties



Holiday and celebration activity parties are held at the discretion and under the supervision of the classroom teacher. Students may not arrange “surprise” parties for teachers or friends during school time. All food items brought for any class party must be in compliance with the State Board of Health regulations. They must be commercially prepared and wrapped items.

School Supplies

Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond normal wear. Although supplies are furnished, students may purchase pencils from a vending machine. This machine requires exact change and change is not kept at the office.

Student Possession of Electronic Devices

Granite School District Policy Article VIII C.24

The Granite School District board of Education has established that electronic communication devices such as cell phones and beepers have the potential of disrupting the orderly operation of the school. The Board has directed each school to establish rules allowing the possession of communication devices and regulating their use in accordance with the following:

Beehive Elementary prohibits all use of communication devices during instructional time (8:40—3:20) regardless of whether the use is to send or receive messages. Cell phones should be used only before and after school to contact parents according to your home contact emergency plan or parental instructions for child to parent communication. During school hours, calls home are to be made from the office. Cell phones are to be turned off during school hours and kept out of sight. In addition to cell

phones, other electronic devices create a distraction to the learning environment and are easily lost or stolen. They should remain at home.



Communication devices that are used in violation of school policy will be confiscated and disciplinary action will be taken including notification of parents. Consequences may include a parent meeting prior to the return of the device.

Beehive Elementary and Granite School District accept no responsibility for the loss of or damage to any communication or other electronic device.

Toys, Games, and Other Non-Educational Items

Toys, trading cards, electronic games, laser pens and other items that are not part of the educational program should not be brought to school. Walkmans, ipods, CD players, CDs, transistor radios, any trading cards, etc., are a nuisance, can be broken or stolen, disrupt learning, and will be taken away. Parents may pick up confiscated items at the office. These items will be kept for the current school year only. If they are not picked up on the last day of school, the items will be given to charity.

Visitors and Volunteers at the School

Parents are encouraged to visit the school on occasion to observe their student's class, but must not disrupt the learning process by attempting to communicate with the teacher during school hours. All communication with teachers should take place before and after school by appointment, by phone call, or by email. Volunteering at Beehive is strongly encouraged. The more adults that are actively involved in the school, the greater the opportunity for student success and sense of well-being. For the safety of all, visitors and all volunteers must check in at the office to receive a pass before going anywhere inside or outside the building or on fieldtrips.

Keeping Healthy



Keeping Children Healthy

Parents are urged to keep children home when they show symptoms of illness. The following may be used as a guide:

- temperature of 99.6 or above
- vomiting, nausea or severe abdominal pain
- marked drowsiness
- sore throat, persistent cough, earache
- acute cold
- red, inflamed or discharging eyes
- acute skin rashes or eruptions
- swollen glands around jaws, ears or neck
- impetigo (may be readmitted by a Dr.'s note of treatment)
- ringworm



Daily outdoor recesses and Beehive Mile are valuable in promoting healthy classroom conditions. Playground activities which take place during recess and the lunch period are part of the school day and your child is expected to participate in recess activities. Be very conservative in asking that your child stay in for recess. Children cannot be left in rooms alone and unsupervised. If children stay in, teachers must stay in to supervise. This becomes a hardship on the teacher if he/she has recess duty, and teachers need recess breaks, also. We will allow your child to stay in from recess with a **note from the parent**. We appreciate your help.

Accidents and Illness

Students involved in minor accidents such as skinned knees and scrapes will be cared for by the school staff. If there is any question regarding the seriousness of an injury, parents will be called. If it is necessary for a child to be sent home because of an accident or illness, the parent will be notified to come pick up the child. Please pick up your child at the office. If parents cannot be reached, the person designated for emergencies will be notified. If none of the designated people can be contacted, the principal or the principal designee will decide what to do. Because no child can be released from school without parent notification, it is important that the school be provided with up-to-date residence, work and emergency phone numbers. In the case of extreme emergencies, 911 will be called.

Health Records

We urge all parents to notify the school of any major or significant changes that occur in your child's health. It is very important to disclose all health issues on your child's registration card. Written instructions regarding actions to be taken for known health problems should be sent to the teacher and the office each year. A district nurse will work with parents and the school to make sure the school is informed and trained on health issues, and to be of assistance to parents. When a medical condition requires special ongoing attention, the district nurse will provide a medical plan for school personnel to follow.

Immunization Records

When students enroll in public schools in Utah for the first time, Utah law requires that proper immunization shall be submitted before students may attend. Parents of students beginning kindergarten are to make certain that the needed medical report is completed and returned to the school prior to the child's attending school. Immunization must be updated as required. For the current school year, the following are required:

- 5 DPTs – 4 doses if 4th dose was given
on/after 4th birthday
- 4 Polio - 3 doses if 3rd dose was given
on/after 4th birthday
- 2 MMRs
- 3 Hepatitis B
- 1 Varicella (chickenpox) - history of chickenpox
is OK; parent must sign verification statement
on school immunization record
- 2 Hepatitis A

KINDERGARTEN STUDENTS MUST HAVE BEFORE SCHOOL

- 1 Hepatitis A
- 1 Varicella or have had the
Chicken pox

Medical Insurance

The Granite Board of Education has accepted a medical-accident insurance plan to be made available to school patrons at a nominal cost. If you do not have family insurance, you may want to consider one of the plans offered. Information regarding this insurance is available at the office.

Your family may also qualify for the CHIP (Children's Health Insurance Program), this is a state and federal funded program that is available. For information contact the Granite School District Medicaid/CHIP Outreach Office at (385) 646-4247.

Medication

No medication can be administered to any student until the Granite School District Parent Request to Administer Medication **and** the Health Care Provider Authorization Form is completed. This includes all forms of over-the-counter drugs including cough drops and throat lozenges. Forms are available at the office. Parents must provide the completed forms signed by the physician and the parent before medication can be given at school. Students are not permitted to bring pills or medicine to school and keep medication in their possession. All medication must be kept at the office. The medication must be brought to the office by the parents with the forms completed. Medication must have a pharmacy label on the bottle/box. School personnel are trained and keep a very strict daily record of every student who receives medication at school.

The ONLY medication that a student may carry is an asthma inhaler. You are still required to provide the appropriate paperwork from the doctor. The inhaler must also have the pharmacy label and instructions. If you have questions, please contact the office.

Salt Lake County Health Department Food Policy

The distribution of home prepared foods at school, whether or not they are given or sold is both illegal and an unwise practice. No home prepared food items can be brought to school. Store bought or commercially prepared foods are permissible for treats and activities.

It is also an unwise and unsafe practice to send powder in bags for students to eat or suck on during the day or for lunch. Powdered drink mix, gelatin, etc., are excellent covers for drugs. Any powder sent in such a manner will be confiscated.

School Breakfast, Lunch, and Milk

Breakfast is served from 8:10—8:30 a.m. every morning. We stop serving at 8:30 a.m. The cost for school breakfast is \$0.90 per day (\$4.50 per week). Breakfast cost for any visitor is \$1.75; however, it is discouraged to bring visitors to breakfast.



Lunch is served from 11:45 a.m.-12:45 p.m. with grade levels coming to the lunchroom at their designated times. The cost for school lunch is \$1.50 (\$7.50 per week). The cost for any visitor is \$3.35.

If you bring a lunch from home, you may purchase milk in the lunchroom. The cost is \$.30 per day or students may type their PIN and \$.30 will be debited from their lunch account.

Lunch and Breakfast money is collected daily and must be in the office by 10:00 a.m. to be credited for that day. Please use the secured lunch money drop box in the office. We encourage parents to pay for a full week or a month at a time. Granite School District policy states that students may charge up to the price of two meals. After that, the principal or designee will be in contact with the family to make other meal arrangements. Students are told verbally when they need to bring in lunch money, both by the computer saying "low balance" and by the lunch clerk. When a student's lunch account is under a zero balance, a note is sent home with the student or parents are notified by a phone call.

Under the national school lunch program, free and reduced price breakfasts and lunches are available for qualifying families. Application forms available in the office. Until your child receives a notification from the school district that the application has been approved, parents are responsible for providing lunch money or a sack lunch from home. Those students who were on the program last year will have approximately a two-week carryover while they wait for their new lunch application to be approved for the current school year.

Safety Suggestions for Going To and From School

All Beehive students live within walking distance of the school. We strongly encourage students to walk to school as this promotes healthy lifestyle habits and helps with traffic congestion at the school. While walking to school, children are asked to cross streets at appropriate cross-walks and to respect the directions of crossing guards and safety patrol members. Please review the safe walking route map included in the registration materials. You may also access the safe walking route online at the following address:

<https://www.snapforschools.com/map/school-maps/a1hs5k9ISOu62J2Cqlyziq>

Parents are encouraged to caution children against potentially dangerous situations. Please contact the principal immediately if something of concern or dangerous occurs on the way to or from school **and** CALL THE POLICE.

Suggestions:

- Walk to and from school with friends.
- After school, go directly home or where your parents say you should go.
- If a stranger tells you he or she was sent by your parents to bring you home, DO NOT go with that person. Decide on a family call list and call the people on the call list to verify if a person is telling the truth.
- During the instructional day, students may not leave the school without first reporting to the office.
- If something dangerous happens on the way to school tell your teacher or come to the office and tell the principal.
- If something dangerous happens on the way home, tell your parents right away. Parents, call the police immediately, and then report the incident to the principal.

Parent Participation

PTA

We encourage all parents, both fathers and mothers, to join the PTA. This organization has been established for the benefit of our students and we request your assistance. Many parents feel they cannot be a member of PTA because they work during the day. Please do not let that stop you. Many of our PTA Board Members work during the day as well as help our school. PTA is a big job if only a few people help, but it can run very smoothly and easily if a lot of people volunteer just a few minutes each month. Teachers would love your help, too!

Community Council

Every school in Granite District is required to establish a Community Council. The Council oversees our school improvement plan and Trust Land plan which helps us improve student achievement. All patrons are welcome to attend Community Council meetings. Meeting schedules and agendas are posted on a bulletin board outside the school office. In addition, information is posted on the Beehive Elementary web page at: www.graniteschools.org/beehive/

Volunteers

Parents are encouraged to volunteer at Beehive Elementary school as much as possible to support the educational programs of the students. Volunteers work under the immediate supervision of certified teachers and are not left unattended with children. We are looking specifically for volunteers at all grade levels to monitor students while teachers work with small instructional reading groups. All volunteers need to sign in first at the office and wear a designated identifying badge or vest.

Student Education Plan (SEP) Conferences

There are two conference periods scheduled during the school year—one in September and one in February. Please mark these dates on your calendar as soon as you receive them! We need both parent and student to attend both conferences together. Parents are asked to use the Online Scheduler to make appointments for SEP conferences.

Lost and Found

Lost and found items are kept in a bin just inside the lunchroom. Smaller, more valuable items are kept in a drawer in the office. We will display lost items on a table in the hallway during SEPs and at other times throughout the year. Parents are invited to check for lost articles during the school year. It is helpful if parents put the child's name inside a coat or lunch box. Periodically, unclaimed items will be donated to community charities.

Promotions and Retentions

When the question arises as to retaining or promoting children, the following steps must be taken:

- < After consulting with the teacher, parents will make a written request to the principal setting forth the reason for the proposed action (either retention or promotion).
- < The principal will consult the school Student Support Team (SST), composed of the principal, the child's teacher, the school psychologist, other specialists, teachers, and the parent.
- < The Team will meet under the chairmanship of the principal to carefully consider the case in light of the facts contributed by the team members and parents and decide upon a course of action which is determined to be in the best interest of the child. This course of action will include testing or district consultation.



Special Services Referral Procedures

Special Services are available to help children with particular needs in the school that cannot be accommodated or addressed otherwise. To determine eligibility for these special services, the parent and teacher should discuss the particular need together. Next the classroom teacher begins a Response to Intervention (RTI) procedure in consultation with the grade level team and the Student Support Team (SST) that will allow teachers to monitor student responses to various interventions over a period of at least 8-12 weeks. This procedure provides the grade level and SST team with information to determine the next best steps. If response to intervention is determined unsuccessful after a period of intensive intervention, a referral to the school Special Services Team is made. With permission from the parents, the child may be tested for placement in the Special Education program. All decisions about placement and services in Special Education are made with the Team and the parent. Once placed in the Special Education program the classroom teacher is also given additional support in meeting the needs of the student in the regular classroom.

If at any time you, the parent, feel your student's educational needs are not being addressed through the process described above, please make an appointment to speak directly with either the principal or the school psychologist who can assist you further.



Student Discipline

School Wide Expectations

“Learners and Leaders Becoming Academically Smart and Character Strong”

At Beehive Elementary, we take pride in treating all students and staff with dignity and respect. We care for others, and we care for the school. We are all responsible for the climate at school and each is expected to do his/her part to make the school a great place to be.

Beehive Best Behavior Expectations

I follow school rules.

- Be safe
- Be on task
- Be respectful

In addition to the school-wide behavior and academic expectations above, we follow these procedures:

Restroom

- KYHFOOTY
- Feet stay on the floor
- Go, flush, exit, wash, return to class
- Leave the wash up area clean
- Turn off the water
- Respect the privacy of self and others

Lunchroom

- KYHFOOTY
- Keep all food in the lunchroom
- Walking feet
- Sit on pockets with feet on the floor
- Use good table manners
- Follow procedures to select food/drink
- Leave area clean

Playground

- Use equipment properly
- KYHFOOTY
- Line up at the bell
- Play in grade level assigned area
- Return equipment
- Include others
- Play fair/follow the rules of the game

Hallways

- Face Forward
- KYHFOOTY
- Stay to the right
- Go directly to destination
- Follow directions
- Use a hall pass at teachers' discretion
- Keep hallways clean

Assemblies

- Keep hands in your lap
- Sit on pockets/legs crossed
- Face the presenter
- Pay attention
- Raise your hand
- Demonstrate appreciation by clapping
- Say only positive comments
- Participate
- Use active listening

Arrival and Dismissal

- Line up when first bell rings
- KYHFOOTY
- Walk
- Follow parking lot procedures
- Enter and Exit through grade level doors
- Go immediately to designated area
- Follow directions from adults
- Keep school grounds clean

Classroom Discipline Plan

Each teacher will establish a classroom discipline plan. Built in to each plan are celebrations and consequences. Information regarding specific classroom discipline plans will be given to parents at the beginning of the year. If you have any questions, please contact the teacher.

Think Time Reflection

All teachers will be using “Think Time Reflection” to respond more effectively to disruptive behaviors in class. The “Think Time Reflection” strategy encourages:

- Teachers to expect more from their students
- Students to take more responsibility for their behavior
- Teachers to realize that repeated warnings actually promote disruptive behaviors
- Teachers to catch disruptive behavior early to keep it from escalating

Think Time includes three steps:

- 1st Step: Warning – The teacher will give a warning to the student for the inappropriate behavior.
- 2nd Step: “Think Time in Class” – The student will be asked to sit away from the rest of the class and write the rule or expectation for that situation. The student must quietly walk to the “Think Time” desk. The student must then sit quietly and not disrupt the class as he/she writes the rule or expectation. The student will return to participate with the class when he/she has completed the task.
- 3rd Step: “Think Time Away From Class” – The student is sent to a “Think Time” in another room. The student must leave quietly when asked, go straight to the “Think Time” room. The student is required to sit quietly and complete the “Think Time Reflection” form. When the student appropriately completes his/her reflection form, he/she may return to class. At a convenient time, the teacher will conference with the student regarding his/her behavior, and will contact the parent.
- 4th Step: Conference with Parent – If a student receives multiple “Think Time Reflections” in a short time period the teacher will conference with the parents. If necessary, the administration will be involved.
- Any Time: Parent/Teacher/Administrator Conference – When there is a repeated problem or concern, and with consultation from administration, a meeting may be called. Severe or persistent problems may require a referral to the Student Support Team (SST) for further intervention.

Celebrations

Teachers will have a classroom celebration system established as part of their discipline plan. Students who follow school and class procedures will receive recognition/celebrations on a school-wide basis as well. These recognitions and celebrations may include, but are not limited to the following:

Positive Notes/Phone Calls Home
Awards for Attendance, Academics, Citizenship
Special Classroom Privileges
Beehive Best Behavior Recognition
End of Term activities



School Safety Policy

If a student violates the district School Safety Policy, which includes any acts of violence, any threats (verbal or written), repeated sexual harassment, possession of any type of weapon, real or look alike, possession of any explosive device, any form of organized gang activity, possession of drugs (over the counter, prescription, or illegal) or alcohol or tobacco, or any type of criminal behavior, the consequences may include, according to District Policy:

- Suspension (In-School or Out-of-School as determined by administration).
- Citation, including a court appearance date, for tobacco or drug possession.
- Referral to law enforcement officials.
- Mandatory Parent conference with school or district authorities.
- Referral to District Student Services for placement determination.
- Notification of the Division of Child and Family Services.

Sexual Harassment

Granite District has a “Zero Tolerance” policy on sexual harassment. Any kind of sexual harassment by students or employees is against the law. Offensive, demeaning sexual comments or notes or drawings, or offensive behavior will not be accepted. Students and employees have the right to report any type of sexual harassment immediately to school authorities. We will take immediate action on any reports of sexually harassing behavior, and investigate thoroughly, according to our District Policy.

Parent Concerns

It is always best to keep the lines of communication open. If you have a concern regarding your child's classroom experience, please talk with your child's teacher first as you work to resolve the issue. If you determine that further action is needed, the administration will be happy to meet with you. We have available in the office the "Patron Concern Form" which allows you to put in writing the nature of the concern and the action requested. Please feel free to talk to teachers, the administration, PTA representatives or Community Council members about concerns and/or suggestions that may benefit the entire school.

Emergency Preparedness

Emergency drills are conducted throughout the school year to help children know what to do in emergency situations. We will also practice Lockdowns, Bomb threats, Earthquake, and Evacuation procedures. The intent is not to alarm or scare students, but to provide a safe and organized plan to maintain order.

We ask all parents to list emergency contacts as part of the registration card in case parents are not available. List names of all relatives and neighbors who could take your child and provide a safe place until your arrival. This is part of the registration packet. Please be complete in providing this information and making corrections as needed throughout the year.



Emergency

Fire

In the event of a fire, the fire alarm will sound. All persons in the building are expected to evacuate quickly and quietly through the closest doors available. Classes go to a pre-designated location on the school grounds. Teachers are responsible to account for all students and to maintain class order until it is determined which procedure will be used next. We are required to conduct seven fire drills per year.

Lock Down

A lock down is when a dangerous or unsafe situation occurs outside of the building or outside of the classroom. For the safety of students and staff, the building will be locked, classroom doors locked, windows locked, blinds drawn, lights out, and students will be kept away from the windows in the classroom. The warning system is an over-the-intercom announcement requesting teachers to secure their classrooms. Teachers will account for all students through our e-mail system. Doors will not be unlocked until the principal and/or police determine the area is safe. In most situations a letter of explanation will be sent home, letting the parents know of the situation that caused the lockdown.

Earthquake



We live in an earthquake area and the possibility of an earthquake is very real. Due to the nature of this crisis, no warning can or will be given.

During a drill, we may play a sound effects tape of what an earthquake could sound like. Students are expected to “duck, cover, and hold”.

This means they crawl under their desk, or a table, holding onto the legs of the desk. Once the earthquake stops, teachers are to wait 3 minutes, and if no after shocks have occurred, students will be evacuated to a pre-designated area.

Bomb Threat

The building will be evacuated by the fire procedure if deemed safe or by a runner if we cannot use our intercom system. Classes are to evacuate to their pre-designated location as quickly as possible. When the building is declared safe, we will re-enter the building. In the event the situation will take a lengthy amount of time, the evacuation plan will be initiated.

School Closure

In the event of a school closure before the school day begins, TV, radio news stations, and social media will carry news bulletins and information. The PTA will help notify the community. Your assistance is greatly needed to help communicate this information to neighbors.

In the event of a school closure during the school day, we will use the information provided on the registration card. We will not send any child home until we hear from a parent and/or the end of the regular school day.

Evacuation Plan

In the event that we must evacuate the building due to a gas leak, toxic fumes, fire, etc., students will be taken to one of the following areas:

1. The church north of the school at Sarah Jane Drive and 5400 South.
2. The Kearns Oquirrh Park Fitness Center.

Students will remain with their classes at the evacuation site. Parents are to complete the emergency contact section of the registration card and keep it updated. This gives us the authority to release children to adults listed on the card. The parent or designated adult will pick the students up at the evacuation site. Students must be signed out. We must account for each child; therefore, students will be signed out one at a time. Your patience is required for the safety and accountability of every child.