



2023 - 2024

2150 West 6200 South
Taylorsville, Utah 84129
Phone : 385-646-5020

Principal : Lisa McDonald
Secretary: Teresa Hughes



Student Handbook

2150 West 6200 South
Taylorsville, UT 84129
385-646-5020

SKYHAWKS

Show Respect

On Task

Achieve Success

Responsible

School Website:

<http://schools.graniteschools.org/calvinsmith/>

Academic Achievement

Maintaining high expectations, building confidence, and setting personal goals

Collaboration & Communication

Working and learning with others through teamwork

Growth Mindset & Resilience

Persevering through challenges and building our capacity to learn and grow

Calvin Smith Elementary is committed to cultivating a safe and inclusive environment that empowers all students to develop a love of learning and achieve their personal best. We share a responsibility to encourage academic, social, and emotional growth as we build a community of productive citizens.

Dependability & Responsibility

Being reliable and accountable for individual choices.

Critical Thinking

Using problem solving skills to think creatively and consider new ideas

Citizenship

Making positive contributions to our world by showing respect, kindness, and empathy to others

GRADUATE OF GRANITE CHARACTERISTICS



RESPECT

Acknowledge differences by looking for the good in everyone, including oneself, and show due regard for feelings, rights, cultures and traditions.

- Demonstrate sensitivity and understanding for others
- Avoid inappropriate language
- Respect self, others & property; follow school rules and directions



DEPENDABILITY

Be reliable and accountable.

- Attend school and arrive on time
- Complete and turn in assignments
- Give best effort at all times (group settings, individual work, etc)



COMMUNICATION

Communicate effectively to share and understand information in a variety of contexts.

- Seek help and ask questions when needed
- Understand how comments and actions impact others and/or the classroom as a whole
- Work cooperatively in a group or team setting, contribute to own learning and learning of others



RESPONSIBILITY

Be trustworthy, ethical, reliable and accountable for individual choices and the results produced.

- Come to class prepared and use time and materials appropriately
- Follow school and classroom rules regarding use of electronics
- Demonstrate accountability for actions and consider the implications of choices.



HARD WORK & RESILIENCE

Set personal goals, apply best efforts to achieve them and persevere when faced with challenges and setbacks. Have a well-grounded sense of confidence, optimism and self-efficacy.

- Actively participate in the classroom
- Show enthusiasm and positive outlook for learning
- Persevere through increasingly difficult challenges

GRADING RUBRIC

4	3	2	1	0
Demonstrates characteristic the majority of the time (Consistently)	Demonstrates characteristic most of the time (Frequently)	Demonstrates characteristic some of the time (Occasionally)	Seldom demonstrates characteristic (Rarely)	Unable to observe due to lack of attendance



CALVIN S. SMITH ELEMENTARY

Home of the SKYHAWKS

2150 West 6200 South

Taylorsville, Utah 84129

(385) 646-5020

TIME

8:35 AM - 3:20 PM Monday - Thursday

8:35 AM - 1:15 PM Fridays (or planning days)

Students will be marked tardy after 8:40 AM

RECESS

	<u>AM</u>	<u>PM</u>
K-	10:25	2:00
1 ST -	9:50	1:30
2 ND -	9:35	1:15
3 RD -	10:05	1:45
4 TH -	10:25	2:15
5 TH -		2:00

LUNCH

2 nd Grade	11:00 - 11:30
1 st Grade	11:20 - 11:50
FD Kinder	11:40 - 12:10
3 rd Grade	12:00-12:30
5 th Grade	12:20 - 12:50
4 th Grade	12:40 - 1:10

*Students will eat first and then go out to recess.

Breakfast is served daily at 8:10 am.

*Approved by the Board
February 1, 2022
Revised May 22, 2023*

October 2023				
2	3	4	5	6 P
9	10	11 P	12 Fall Break	13 Fall Break
16 T/TCD	17	18	19	20 P
23	24	25	26	27 P
30	31			

January 2024				
1 New Years Observed	2 Winter Break	3	4	5 P
8	9	10	11	12 P
15 MLK DAY	16	17	18	19 P
22	23	24	25	26 P
29	30	31		

April 2024				
1	2	3	4	5
Spring Break				
8	9	10	11	12 P
15	16	17	18	19 P
22	23	24	25	26 P
29 C	30			

C	Compensatory Day (student / teacher recess day)
EC	Emergency Closure Make-up Day (student recess day unless needed for make-up day)
TCD	Teacher Contract Day (student recess day)
T/TCD	End of Term/TCD (student recess day)
SR	Senior High Parent/Teacher Conference
JR	Junior High Parent/Teacher Conference
SEP	SEP (Student Education Plan) Conference
P	Planning Day (early dismissal) Elem. ONLY
TCD/P	Teacher Preparation Day

*Emergency Closure make-up day may be used for professional development pursuant to Code 53F-2-102.

GRANITE SCHOOL DISTRICT
2023- 2024 CALENDAR

School Begins Wednesday, August 16, 2023
School Ends Friday, May 24, 2024
Senior High School Graduation Ceremony TBA

School Calendar Summary

Total School Days 177 Days
Additional Teacher Contract Days (see below)..... 12 Days

Orientation Meetings for Teachers New to the District July 31 & August 1, 2023
All Teachers at Local Schools (*4 Contract days*) Monday, August 7 through Thursday, August 10, 2023
Teacher Preparation Days..... August 11, 14, 15, 2023
End-of-Term Days for Grading, Planning, & Professional Development (*Contract days*) 3 Days
Teacher Contract Days for Planning & Professional Development 2 Days

Holidays and Other Days Schools Closed for Student Attendance

Teacher Contract Day (*student recess day*) (*1 Teacher Contract Day*) Friday, September 1, 2023
Labor Day Monday, September 4, 2023
Compensatory Day for SEP & Parent/Teacher Conferences (*see schedule below*) Friday, September 22, 2023
Fall Break..... Thursday & Friday, October 12 & 13, 2023
End of Term (*student recess day*) (*1 Teacher Contract Day*)..... Monday, October 16, 2023
Thanksgiving Break Wednesday, Thursday & Friday, November 22, 23 & 24, 2023
End of Term (*student recess day*) (*1 Teacher Contract Day*)..... Friday, December 22, 2023
Winter Recess..... Monday, December 25, 2023 through Tuesday, January 2, 2024
Dr. Martin Luther King, Jr. Day Monday, January 15, 2024
Compensatory Day for SEP & Parent/Teacher Conferences (*see schedule below*) Friday, February 9, 2024
Teacher Contract Day (*student recess day*) (*1 Teacher Contract Day*) Friday, February 16, 2024
Washington & Lincoln Day Monday, February 19, 2024
End of Term (*student recess day*) (*1 Teacher Contract Day*)..... Friday, March 15, 2024
Spring Break Monday, April 1 through Friday, April 5, 2024
Compensatory Day (*student and teacher recess day*) Monday, April 29, 2024
Memorial Day Monday, May 27, 2024
Emergency Closure Make-up Day (*student recess day unless needed for make-up day*)..... Tuesday, May 28, 2024

Senior High School Parent/Teacher Conference Schedule

Fall Conference Monday & Tuesday, September 18 & 19, 2023
Spring Conference Tuesday & Wednesday, February 6 & 7, 2024

Junior High School Parent/Teacher Conference Schedule

Fall Conference Wednesday & Thursday, September 20 & 21, 2023
Spring Conference Monday & Tuesday, February 5 & 6, 2024

Elementary School SEP Conference Schedule

Fall Conference Tuesday & Wednesday, September 19 & 20, 2023
Spring Conference Wednesday & Thursday, February 7 & 8, 2024

Beginning and Ending of Terms

1st Term: Wednesday, August 16, 2023, through Wednesday, October 11, 2023..... 39 Days
2nd Term: Tuesday, October 17, 2023, through Thursday, December 21, 2023..... 45 Days
3rd Term: Wednesday, January 3, 2024, through Thursday, March 14, 2024 49 Days
4th Term: Monday, March 18, 2024, through Friday, May 24, 2024 44 Days

*KYHFOOTY= Keep Your Hands, Feet, and Other Objects To Yourself

Calvin Smith Elementary BEHAVIOR MATRIX					
Skyhawks S.O.A.R.	Show Respect	On-Task	Achieve Success	Responsible	Expectations of Staff
Lunchroom	<ul style="list-style-type: none"> - Invite others to sit with you - Follow KYHFOOTY - Use kind words 	<ul style="list-style-type: none"> - Eat your own food - Indoor voice - Enter lunchroom quietly 	<ul style="list-style-type: none"> - Eat - Use good table manners 	<ul style="list-style-type: none"> - Food stays in the lunchroom - Clean up your own mess 	<ul style="list-style-type: none"> - Walk your students all the way to the door - Come at expected time
Assembly & Announcements	<ul style="list-style-type: none"> - Follow KYHFOOTY - Voices level 0 - Sit on pockets 	<ul style="list-style-type: none"> - Give attention at the signal - Follow directions given by the speaker - Voice level 1 	<ul style="list-style-type: none"> - Be a good listener - Participate appropriately 	<ul style="list-style-type: none"> - Eyes on the speaker - Ears ready to listen 	<ul style="list-style-type: none"> - Have the class ready to come down quickly when the office calls - Enter and exit through correct door - Manage class
Restroom	<ul style="list-style-type: none"> - Follow KYHFOOTY - Keep area clean 	<ul style="list-style-type: none"> - Use assigned restroom - Quiet voices - Respect privacy - Flush toilet and wash hands 	<ul style="list-style-type: none"> - Return to class quickly 	<ul style="list-style-type: none"> - Obtain permission from teacher - Clean up after yourself - Report problems to teacher 	<ul style="list-style-type: none"> - Send <u>one</u> student at a time and monitor how long the student is gone; 3-5 minutes - Have a restroom procedure
Hallways	<ul style="list-style-type: none"> - Follow KYHFOOTY - Wait for others to pass 	<ul style="list-style-type: none"> - Single file, blue tile - Voice level 0 - Listen to adult instruction 	<ul style="list-style-type: none"> - Move quietly with purpose 	<ul style="list-style-type: none"> - Use assigned doors 	<ul style="list-style-type: none"> - Be with your class while they are in the hallways
Playground & Recess	<ul style="list-style-type: none"> - Follow KYHFOOTY - Use Kind words - Exhibit Good sportsmanship 	<ul style="list-style-type: none"> - Play respectfully 	<ul style="list-style-type: none"> - Follow game rules - Be an ally 	<ul style="list-style-type: none"> - Use equipment properly - Play outside the red line - Stay in your play area 	<ul style="list-style-type: none"> - Be in the hall while your class is transitioning - Pick your students up on time
Inside Mornings	<ul style="list-style-type: none"> - Follow adult instructions 	<ul style="list-style-type: none"> - Be seated against the wall 	<ul style="list-style-type: none"> - Read or talk in a level 1 voice 	<ul style="list-style-type: none"> - Enter only through the lunch doors after 8:20 	<ul style="list-style-type: none"> - Be on time - Walk halls and monitor behavior

School-Wide Expectations Matrix

Positive Reinforcements

Positive Behavior	Recognition	Reward
Individual Reward for Following School Rules	S.O.A.R. Tickets	SOAR tickets are given out to individual students in classrooms and common areas. Students can redeem tickets for small prizes during lunch.
Achieving Academic and Behavior Goals	Student of the Month	Teachers nominate one student each month and they will receive recognition by administration. They also get their picture hung in the hallway.
Class-wide reward given for following school rules	Hawk Bucks	Hawk bucks are given by staff other than their homeroom teacher. Each class can save up bucks to choose from a menu of activities.

Classroom & Grade Level Recognition & Activities

Stop, Walk, and Talk

At Calvin Smith we teach the students to use the “Stop, Walk, and Talk” strategy when someone is showing disrespect:

- 1) Student holds up a hand next to their shoulder and in a firm voice says, **“Stop ____.”**
- 2) Student **walks** away appropriately.
- 3) If the disrespectful behavior continues, the student **talks** to a trusted adult.

When should a student NOT use it?

- When a student is in danger, skip “Stop & Walk,” and go immediately to an adult.
- When someone just wants to play with you.
- If you can use “Seek first to understand, and then to be understood” to solve the problem.

When should a student use it?

- Teasing
- KYHFOOTY that doesn’t cause danger
- Unkind words
- When you tried to “Seek first to understand, and then to be understood,” but it didn’t work.
- When someone is being disrespectful.

Students can report unresolved disrespectful behavior in the office in our **“Buddy Box.”**

Adult Response to Reporting Student

“Thank you for coming to tell me”

“Did you tell the student to stop?”

Yes- praise student for using response

No- practice saying and using “stop”

“Did you walk away appropriately?”

Yes- praise student for using response

No- practice walking away

“Thank you! I will take care of it”

Adult Response to Offending Student

“Thanks for discussing the problem.”

“Did _____ tell you to stop?”

Yes- “How did you respond?”

No- Practice the 3 step response

(Stop behavior, breathe deeply,
go on your way)

“Did _____ walk away?”

Yes- “How did you respond?”

No- Practice the 3 step response.

The **ZONES** of Regulation®

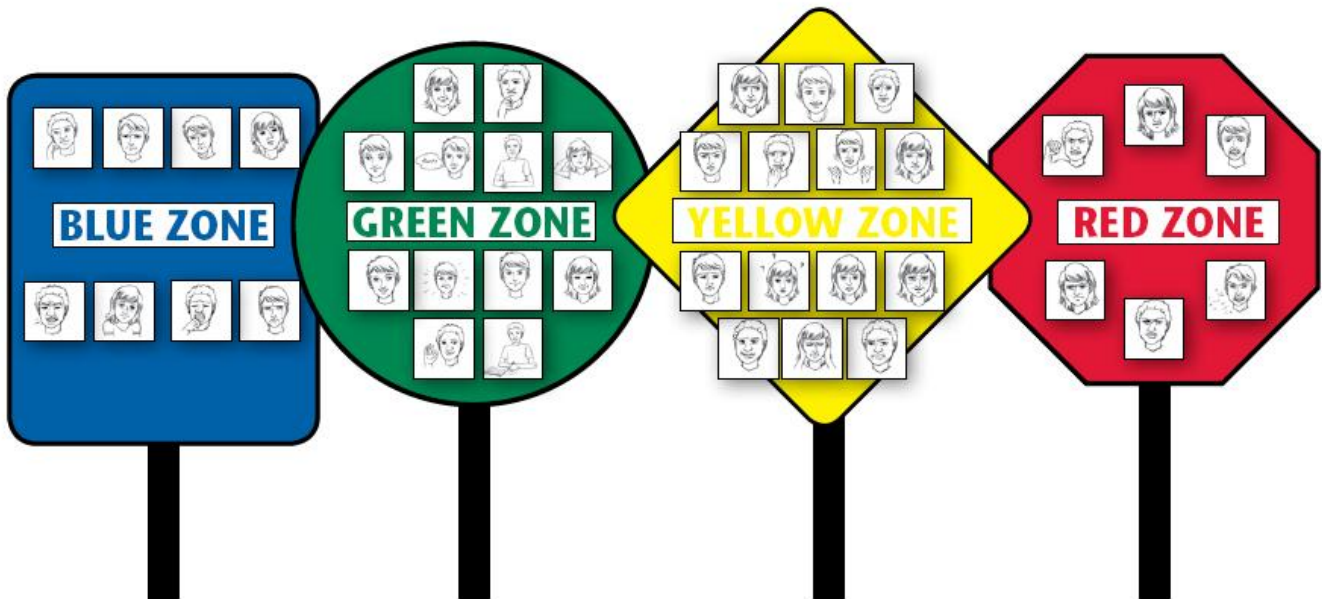


Figure 2: Wall Posters of the Zones

Low Energy

Just Right Energy

Some Energy

Too Much Energy

Students will be introduced to the Zones of Regulation curriculum this year. This is an evidence-based program designed by Leah Kuypers. It has shown to increase student's ability to manage emotions and stay focused in school. The teaching of the skills and concepts will occur in conjunction with a training on our new Wellness Center. More information about the Wellness Center will be shared at the Back to School event.

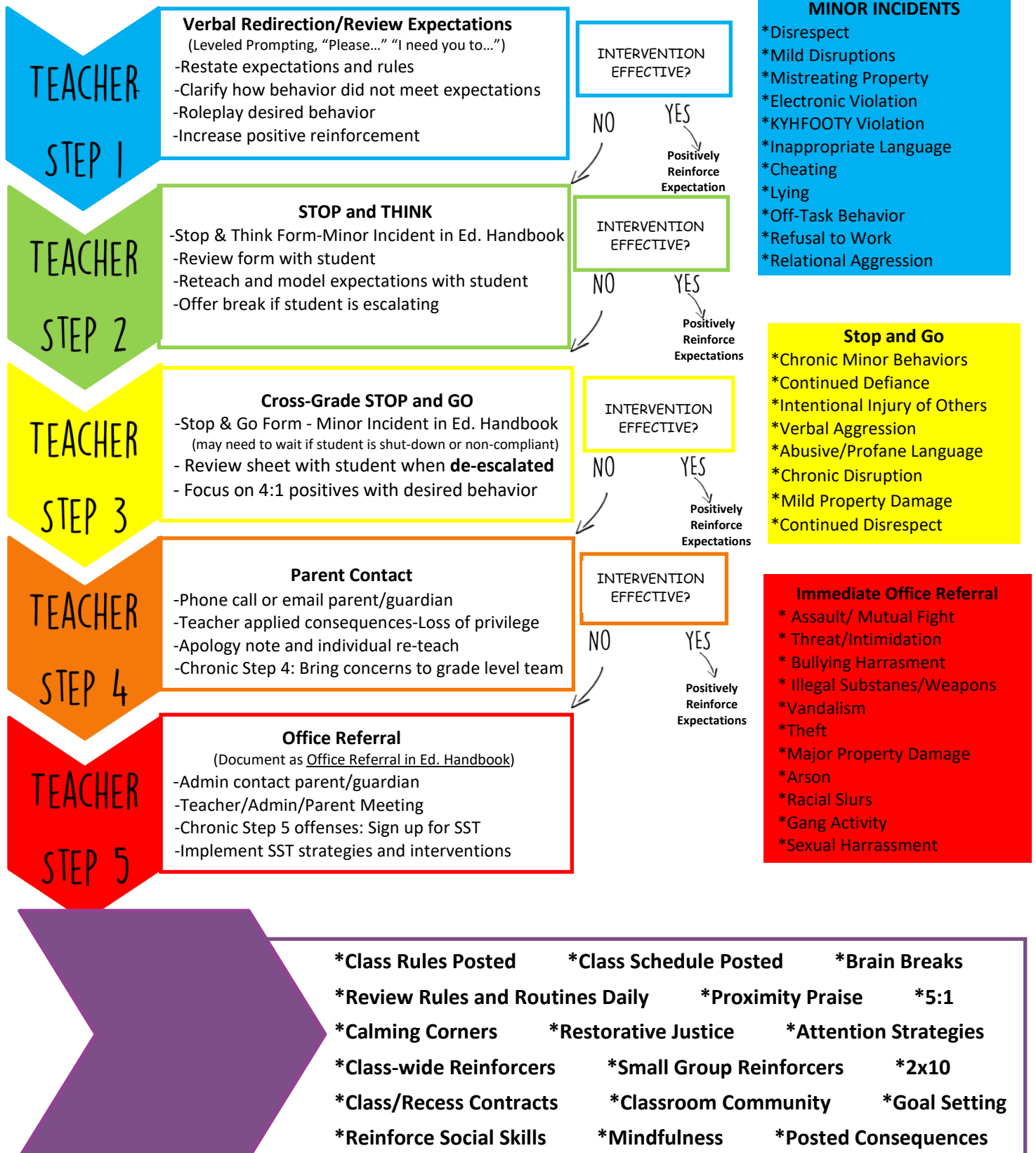
Here are some skills taught during The Zones of Regulation:

- **Identifying your emotions** by categorizing feelings into four zones
- **Self-regulation:** Achieving the preferred state of alertness (zone) for a situation. This is all about regulating your body and emotional regulation.
- **Identifying triggers:** Learning what makes you "tick" and why
- **Coping strategies:** Various techniques and strategies that help achieve emotional regulation and manage strong emotions
- **Size of the problem:** Introduces the idea that the size of your reaction should match the size of your problem, how to identify the size of your problem, and strategies for problem-solving.
- **Expected behavior vs unexpected behavior:** This also covers perspective taking and how *your* behavior affects the thoughts and feelings of the people around you



CALVIN SMITH ELEMENTARY

Discipline Decision Tree



WE ARE CALM, COLLECTED AND NEUTRAL WHEN WE ARE CORRECTING BEHAVIOR

10 Growth Mindset Statements



What can I say to myself?

INSTEAD OF:

I'm not good at this.

I'm awesome at this.

I give up.

This is too hard.

I can't make this any better.

I just can't do Math.

I made a mistake.

She's so smart. I will never be that smart.

It's good enough.

Plan "A" didn't work.

TRY THINKING:



1 What am I missing?

2 I'm on the right track.

3 I'll use some of the strategies we've learned.

4 This may take some time and effort.

5 I can always improve so I'll keep trying.

6 I'm going to train my brain in Math.

7 Mistakes help me to learn better.

8 I'm going to figure out how she does it.

9 Is it really my best work?

10 Good thing the alphabet has 25 more letters!

THE POWER OF YET

AND GROWTH MINDSET

Carol Dweck, a professor of Psychology from Stanford University, published a book called *Mindset: The new Psychology of Success* in 2006. In this she chronicled over thirty years of research into how people succeed, Dweck details her simple, but powerful, theory of two mindsets she discovered in her subjects, which she named the fixed and the growth mindsets.

Fixed Mindset - The belief that we are born with a fixed amount of intelligence and ability. People operating in a fixed mindset are prone to avoiding challenges and failures, thereby robbing themselves of a life rich in experiences and learning.

Growth Mindset – The belief that with practice, perseverance, and effort, people have limitless potential to learn and grow. People operating in the growth mindset tackle challenges with confidence, unconcerned with making mistakes or being embarrassed, focusing instead on the process of growth.

These opposing mindsets – fixed and growth – exist in all of us, and whether we choose to view various aspects of our lives through the lens of the growth mindset or a fixed mindset can make a big difference. It is our goal at Calvin Smith to help our students to approach learning with growth mindset. We will not always get it the first time we try, and therefore are not there **YET**. We do not ever give up on trying until we master our learning and achieve our goals.

It is our hope that through working together as parents and teachers we can help our students to understand that it is okay to make mistakes. That it is through our mistakes that we learn and grow. We can all work together as a team to develop a **GROWTH MINDSET**.

Calvin Smith Elementary Policies

ACCIDENTS AND ILLNESS

Students involved in minor accidents will be cared for by school personnel. If it is necessary to send a child home because of illness or injury, the school will notify you as soon as possible. If you cannot be reached, the person(s) listed as emergency contacts on the registration card will be contacted. If no one can be reached, school personnel will decide what to do. ***Current home, work, and emergency phone numbers are a must! This is the only way we have of contacting you in case of an emergency.*** **IF YOU HAVE CHANGED PHONE NUMBERS OR ADDRESSES, PLEASE COME INTO THE OFFICE AND MAKE THE CHANGES ON YOUR STUDENT'S REGISTRATION CARD.**

ATTENDANCE AND ABSENCES

We are committed to providing a quality education to all students. We are concerned when a student misses school for any reason. The mission of Granite School District is to prepare every student with the knowledge and skills needed for lifelong success in a changing world. Students who are excessively absent from school are not able to accomplish their educational goals.

According to the Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105), Parents and students are responsible for regular school attendance. Parents may excuse their child from school seven days per year. A note is needed indicating that you are using one of your parent days.

District attendance procedures are as follows:

1. A parent/guardian may excuse up to seven (7) days of absences within a school year.
Note: The school may deny excusal notes that are received more than five (5) days following the return from the absence.
2. After seven (7) parent/guardian excused days and five (5) unexcused days within a school year, the school may mail the student/parent/guardian the first Attendance Inquiry letter asking for the parent/guardian's help with their student's attendance.
3. After seven (7) parent/guardian excused days and ten (10) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a second Attendance Inquiry letter inviting the family to attend a Student Family support meeting to implement a Student Attendance Plan.

We realize that there may be other reasons for your child's absences for which you may have documentation. Listed below are some of the reasons deemed valid by Utah law and the proper documentation that is needed in order for us to excuse your child from school.

Illness: Complete the excusal form on our school website or call the office to excuse your child's absence(s).

Medical Appointment: Appointments with doctors should be arranged after school hours whenever possible. If appointments occur during school hours, doctor or dentist excusal notes can be turned in at the front office.

Death of a family member: You can the office to make us aware of the situation and let us know how we can support your child with the loss. If your student has used the 7 permitted days for parent excused absences, please fill out a Vacation Release form that may be obtain from the office. Administration will either approve or deny the extra leave based on attendance and academic performance. If vacation time is not approved the absences will count as unexcused absences.

Check-in and Check-out

All students are expected to be in attendance and on time each day. Students will be excused for illness, injury, or emergency. Please call the school prior to your student's absence or tardy. When a student is tardy, they will check in at the office for a note before going to class.

Students are tardy at 8:40. A student should NOT ARRIVE sooner than 20 minutes before the start of school (8:20) or 8:10 if your student is eating breakfast.

We understand that medical and other appointments are often necessary in keeping your children healthy. Our office becomes very busy at the end of the school day. If your child has an appointment at the end of the day, please check them out by **3:00**.

Students will not be released early to anybody whose name is not listed on the registration card as an identified "pick-up" person. Photo ID is always required of anybody checking out students. We will not accept notes or phone calls asking us to release students to others not on the cards.

BUS RIDER POLICY

No student will be allowed to ride a bus unless it is their own regularly scheduled school bus. (NO friend, relatives, or "just once riders.") Only students who live in bus areas will be allowed to ride.

Students riding the bus should wait away from the street in a safe and orderly fashion, respecting people's property, and use caution when boarding the bus at the neighborhood and school stops. The bus driver will instruct students concerning bus rules. Students are expected to show respect and good behavior on the bus.

Bus transportation is a service; improper conduct may result in the service being denied. Non-bus students are not allowed to ride the bus.

BALLOONS

We are unable to have balloons in our building due to students and staff who are allergic to latex. Because of possible anaphylactic shock, **NO BALLOONS WILL BE ALLOWED IN THE BUILDING AT ANY TIME!!** We have staff and students with Latex allergies.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES, HEELYS

Students must walk bikes on the school grounds once they arrive at school. Bikes are to be parked in the bike corral during school hours. Skateboards, scooters, rollerblades and heelys are not allowed on school grounds. Heelys must have the wheels taken out of the bottom of the shoe in order for the shoes to be worn at school. Bicycles, scooters, roller blades or heelys used on school property in violation of school rules will be confiscated and disciplinary action will be taken. Confiscated items will only be returned to parents.

Calvin Smith Elementary and Granite School District are not responsible for the loss of, or damage to bicycles, skateboards, scooters or roller blades.

BIRTHDAY INVITATIONS

Invitations of any kind, to any event, including birthday parties need to be passed out off school grounds. **They cannot be passed out before, during or after school on school grounds.**

BREAKFAST AND LUNCH

If your students would like to eat breakfast at school, they need to arrive by 8:10. The cost for breakfast is \$0.90. Each grade level comes to the cafeteria at their assigned time. The cost for lunch is \$1.50.

CLASSROOM TREATS AND DELIVERIES

All treats (birthday) etc. must be commercially prepared and packaged. Granite School District and Salt Lake County Health Department regulations will not allow homemade treats. Please ask classroom teachers if there are any allergies to be aware of.

Deliveries of balloons, flowers, and other surprises will not be accepted at school. Please have all special surprises delivered to the student's home.

Discrimination, Harassment, and Retaliation

We intend to provide a welcome and inclusive environment for ALL our students regardless of their race or gender or any other aspects of their background and culture. We will NOT tolerate discrimination or harassment of any kind. We all want our children be treated with kindness and respect within our schools.

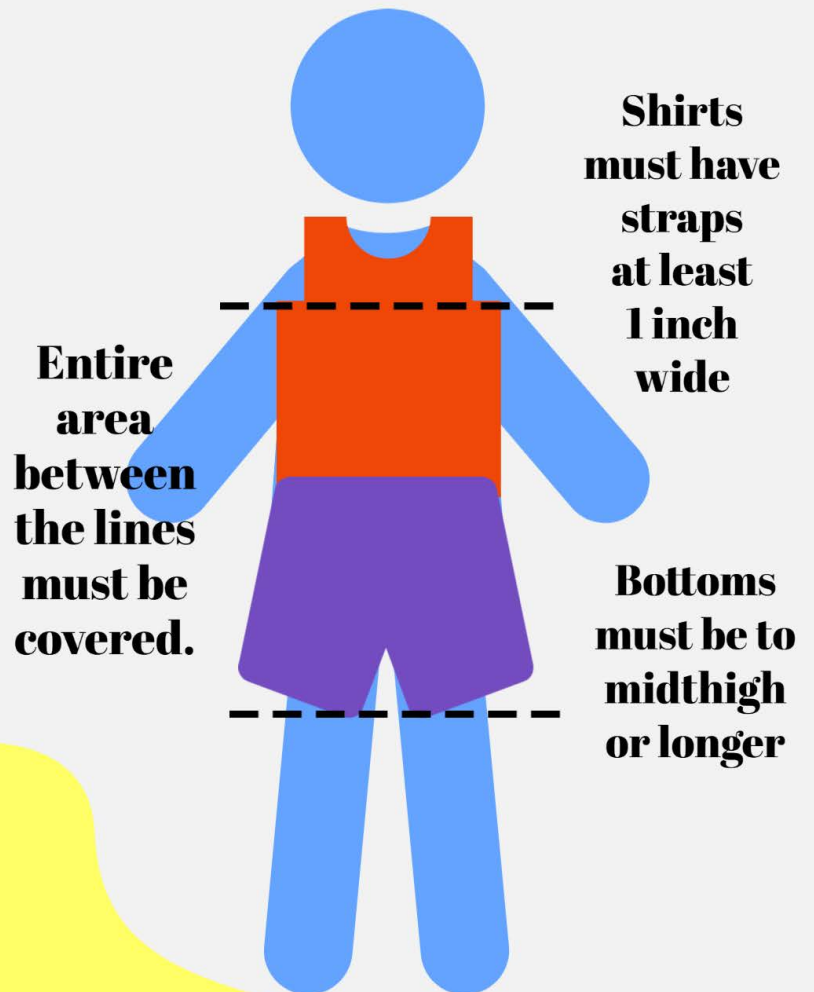
Granite School District endeavors to maintain safe and supportive learning and working environments where all students and employees can be successful. Federal and Utah State statutes and regulations mandate and provide authority to school districts to prohibit conduct that violates the civil rights of individuals. Granite School District prohibits discrimination, harassment (including sexual harassment), or retaliation on the basis of race, color, sex, pregnancy, religion, national origin, marital status, disability, sexual orientation, gender identity, or any other legally protected classification in all educational programs, activities, admissions, access, treatment, or employment practices and provides equal access to scouting groups and other designated youth groups. Related inquiries and complaints may be directed to a school administrator or Director of Educational Equity, (385) 646-7413, 2500 South State Street, Salt Lake City, Ut. 84115. Individuals may also directly contact the Office for Civil Rights, Denver, CO 80204-3582, (303) 844-5695.

DRESS CODE

We support the position that parents should oversee their children's dress so they are comfortable for learning. Students' clothing must be clean, safe, and appropriate for the weather conditions. Clothing must not promote tobacco, alcohol, drugs, gang affiliation, discriminatory words/symbols, or sexual behavior. Please refer to the graphic for specific information.

Dress Code

Clothes must be clean, safe, and appropriate



FIELDTRIPS

Field trips are an important part of the educational process and are used as extensions to the curriculum. Permission forms will be sent home prior to each field trip.

This form **MUST** be signed and returned in order for your child to participate. Students are expected to be responsible and show respect during field trips. Students may be denied field trip opportunities for misbehavior. Parent chaperones are appreciated, but it does require a background check. Small children may not accompany chaperones.

MEDICATIONS

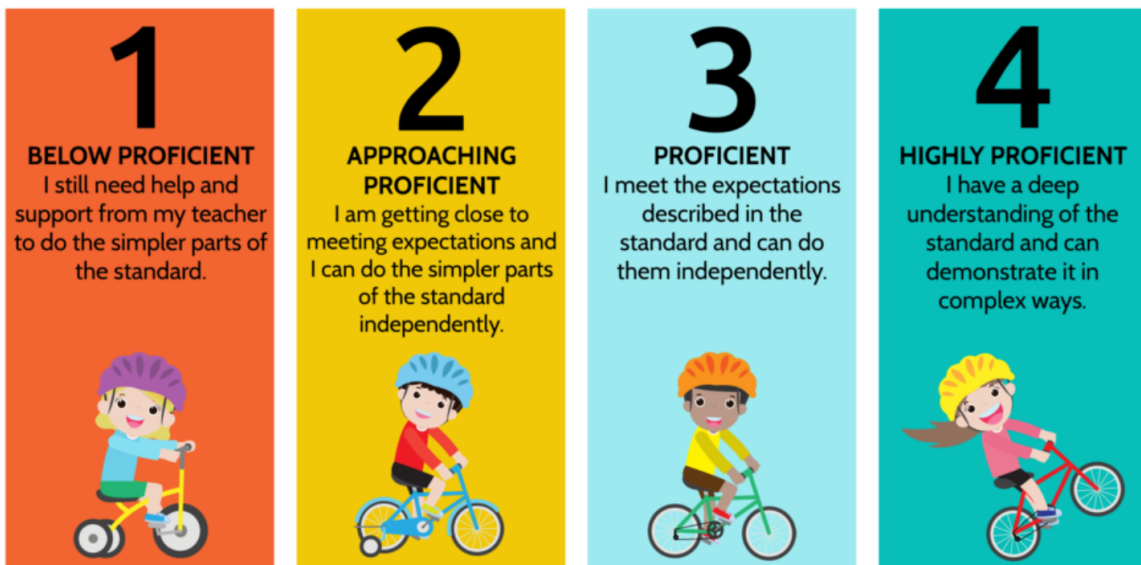
Medications will be given at school **ONLY** if the proper paperwork is completed. This form is available at the office, and must be signed by both a parent/guardian and physician. **This applies to any kind of medication** (including inhalers, aspirin, or other over-the-counter medications). If your student is on medication for a short-term illness (cold, strep, etc), you must also complete the medication form before the medication can be given at school. Any medication brought to school without the form will be kept in the office until it is picked up by a parent. **MEDICATION CANNOT BE SENT WITH A STUDENT, IT MUST BE BROUGHT TO SCHOOL BY AN ADULT.**

PROFICIENCY BASED LEARNING

Grades are intended to communicate progress toward mastery of articulated course content standards to students and parents. They are intended to indicate what a student knows and is able to do with respect to course objectives that have been explicitly taught. They encourage the student to act on feedback and the teacher to adjust and individualize instruction.



PROFICIENCY SCALE



PHOTOGRAPHS, VIDEO, AND OTHER FOOTAGE

Schools take photographs, video, and other footage of individual students in the course of the school year for year- books, academic programs, and for other school-related purposes. Additionally, schools take photographs, video, and other footage of students and staff indiscriminately during school activities and events, which are open to the general public (e.g. sporting events, concerts, school plays). Schools reserve the right to take, maintain, and use such photographs, video, and other footage for school purposes, including school social media and to preserve a historical record. In some instances, schools may also provide access to local media outlets for video or photographs related to a news story (this does not include media interviews wherein explicit parental/guardian permission is required and will be obtained).

OPTING OUT

Parents/guardians may “opt-out” of allowing schools to use photographs, video, or other footage of their students and sharing student information that is considered “directory information” by submitting a written request to the school principal. This opt-out must be completed annually in writing (email is permissible). Opting out may not apply to in- stances in which a student’s likeness is captured during an event or activity that is generally open to the public. If you choose to opt-out, your student may be excluded from the following school documents or publications: The student directory (if your school publishes one) The school yearbook, class, or individual photos (if you opt your student out, we are not allowed to take their photo for any purpose) Honor roll and other recognition lists Musical, theatrical, choir, and drill programs Social media Sports rosters Video or photographs that may be used on school or district websites or social media outlets Video or photographs taken by local news media at special school events (this does not include events open to the public)

SOCIAL MEDIA

We encourage you to follow our Facebook and Instagram pages to keep up with schools events and and to see pictures of school activities and awards. If you do NOT want your child's picture taken or posted on these platforms, you will need to request a photo opt out form from the front office.

SAFE WALKING ROUTE

The safety of our students as they travel to and from school is critical. We ask that you read and follow these guidelines:

- Students should always walk on sidewalks
- Wherever possible, students should use crosswalks and sky bridge when crossing roads
- Always obey the instructions of the crossing guard or safety patrol that wear yellow vests and/or carry orange flags.
- Adult crossing guards will be on duty at the intersection of 2200 West and 6200 South at the following times:

Monday – Thursday	8:05 - 8:40 3:15 - 3:40
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Friday (Planning Day)	8:05 - 8:40 1:00 - 1:25
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- Parents are encouraged to walk with their children to become familiar with the safe walking route
- Students riding the bus will be dropped off in the bus zone directly in front of the school
- **DO NOT use the bus zone before or after school to drop off or pick up students.** However, designated parking stalls may be used during school hours.
- Use the crosswalk when crossing the bus loading area.
- Parents are encouraged to use the north parking lot to load and unload students. **Please pull as far forward as possible** in order to accommodate others wishing to use the curb area to drop-off and pick-up students.
- If you park in the north parking lot, use the crosswalk to enter the playground area.
- DO NOT park on the sidewalk or by red curbing on 2200 West when picking up or dropping off children.
- Violators will be issued warning tickets. Tickets may be referred to Granite District Police Department.

THANKS FOR FOLLOWING THESE PROCEDURES. WE ARE ALL RESPONSIBLE FOR THE SAFETY OF OUR STUDENTS.

Our Safe Walking route is now available on our school webpage under SNAP map.
<https://www.saferoutesutahmap.com/map/school-maps/calvin-smith-elementary-259>

STUDENT ELECTRONIC DEVICES (GSD Policy Article VIII C.24)

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.

Calvin Smith Elementary prohibits all use of communication devices during school hours regardless of whether the use is to send or receive messages. **These devices should be turned off and kept in backpacks during school hours.**

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

SCHOOL SAFETY

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.ⁱ

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.

TOYS, GAMES, POKEMON CARDS, ETC.

All toys, games etc. must be left at home or they will be held in the office and will need to be picked up by a parent.

VISITORS

ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE AND PRESENT PHOTO IDENTIFICATION

TO RECEIVE A VISITOR PASS.

In order to protect the school learning environment and student confidentiality all visitors must have an appointment and must check in at the front office. Granite District policy and ordinance 10.32.010 states

"Public access to all school facilities is restricted".

District Policies can be found here: <http://www.graniteschools.org/legal/policies/>. Relevant policies are as follows:

- Article VIII.B.3. School Safety Violations
- Article V.C.7. Unlawful Acts in or about Schools and School Trespass
- Administrative Memo One-Hundred Six, Safe School Policy
- Administrative Memo Ninety-Five, Prohibited Substances
- Article VIII.B.9. Prohibition of Bullying, Cyberbullying, Hazing, and Retaliation
- Article V.C.1. Prohibition of Discrimination, Harassment, and Retaliation