

School Policies



Diamond Ridge Elementary School

6034 West Mill Valley Lane

West Valley City, Utah

84118

(385)-646-4858

Monica Thayer – Principal

Angie Rasmussen – Assistant Principal

Stephanie Rees - School Secretary

Principal's message:

Welcome to an exciting, new school year! Please take a few minutes to review the information and policies listed within this packet with your child. At Diamond Ridge Elementary, we value friendship, safety, responsibility, and respect. We want you to feel welcomed, accepted, and valued as part of our school community. We look forward to working together to have a successful year filled with fun and learning!

Mission Statement

At Diamond Ridge Elementary, we will make students feel welcome and safe, and teach them to

S - O - A - R

S Seek success today and in the future.

O Overcome challenges.

A Achieve goals.

R Realize a love of learning.



School Hours: (Regular Days)		School Hours: (Early Release Days)	
Grades 1-6	8:40am - 3:20pm	Grades 1-6	8:40am - 1:15pm
Kindergarten (am)	8:40am - 11:40am	Kindergarten (am)	8:40am - 10:40am
(pm)	12:20pm - 3:20pm	(pm)	11:15am - 1:15pm

Calendars are available in our school office and on the school website:

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

Granite School District

2019 - 2020 Calendar

August 2019				
Kindergarten Teachers work Aug 5, 6, & 7 and don't work Aug 19, 20, & 21.			1	2
5	6	7	8	9
Kinder Testing	Kinder Testing	Kinder Testing		TCD
12	13	14	15	16
TCD	TCD	TCD	TCD	TCD
19	20	21	22	23
Non contract for Kinder	Non contract for Kinder	Non contract for Kinder		P
26	27	28	29	30
				P

September 2019				
2 Labor Day	3	4	5	6
	10	11	12	13
9				P
16	17	18	19	20
				P
23	24	25	26	27
•	•	SEP	SEP	C
	O	O	P	
30				

October 2019				
	1	2	3	4
				P
7	8	9	10	11
				P
14	15	16	17	18
		P	Fall Recess	
21	22	23	24	25
			P	T/TCD
28	29	30	31	

November 2019				
				1
				P
4	5	6	7	8
				P
11	12	13	14	15
				P
18	19	20	21	22
				P
25	26	27	28	29
	P	LEG	Thanksgiving Recess	

December 2019				
2	3	4	5	6
				P
9	10	11	12	13
				P
16	17	18	19	20
				P
23	24	25	26	27
Winter Recess				
30	31			
Winter Recess				

January 2020				
		1	2	3
		Winter Recess		P
6	7	8	9	10
			P	T/TCD
13	14	15	16	17
				P
20	21	22	23	24
Dr. M. L. King, Jr. Day				P
27	28	29	30	31
				P

February 2020				
3	4	5	6	7
				P
10	11	12	13	14
SEP	•	•	o	C
	SEP	o	P	
17	18	19	20	21
Washington /Lincoln Day				P
24	25	26	27	28
				P

March 2020				
2	3	4	5	6
				P
9	10	11	12	13
				P
16	17	18	19	20
		P	T/TCD	Spring Recess
23	24	25	26	27
EC				P
30	31			

April 2020				
		1	2	3
				P
6	7	8	9	10
				P
13	14	15	16	17
				P
20	21	22	23	24
				P
27	28	29	30	

May 2020				
				1
				P
4	5	6	7	8
Kinder KEEP Exit Testing				P
11	12	13	14	15
				P
18	19	20	21	22
				P
25	26	27	28	29
Memorial Day	TCD	TCD		

June 2020				
1st Term: 46 Days 2nd Term: 43 Days 3rd Term: 46 Days 4th Term: 44 Days				

C	Compensatory Day (student 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)
•	Senior High Parent/Teacher Conference
o	Junior High Parent/Teacher Conference
SEP	SEP (Student Education Plan) Conference
P	Planning Day (early dismissal) Elem. ONLY
LEG	Legislative Instructional Exemption/No School/NC

Daily Schedule:

8:40 am - 3:20 pm (regular school days)

8:40 am - 1:15 pm (early release days)

- AM Kindergarten 8:40 am - 11:40 am
 - 8:40-10:40 am (early release days)
- PM Kindergarten 12:20 pm - 3:20 pm
 - 11:15 am - 1:15 pm (early release days)



Parent Drop Off and Pick Up

Diamond Ridge was designed with student safety in mind with the goal of separating vehicle traffic from bused and walking students. **The drop off and pick up circle is located on Clover Creek Lane.** The parking lot is not a student drop off or pick up zone. To pick up or drop off students, join the end of the line of cars on Clover Creek Lane. Do not wait/park in front of driveways. Stay in line, moving forward as space becomes available. Please don't pass other waiting vehicles to move forward. Staff members will direct cars to move forward in the circle before stopping so several students can load/unload at the same time. Afterschool pick up typically takes about fifteen minutes. Please plan accordingly and be patient as you wait.



Walking to School

Students who live within one mile of school are encouraged to walk to school to help alleviate traffic congestion around the school. Students are expected to use designated crosswalks and follow the safety routes listed on our school website (SNAP Map). A paper copy of the safe walking route is provided at registration and is available in the front office. Please remember that students are responsible for following school rules and demonstrating good citizenship going to and from school.

Riding the Bus

Students who live in the Sunset Hills neighborhood ride the bus to and from school. Only bused students are permitted on the bus. All students who ride the bus are expected to behave in a courteous and respectful manner. Students are to show respect for school and community property, the driver, and to other students. Remember that busses stay at school for only 5 minutes after the closing bell. If your child misses the bus, parents are responsible to pick them up in a timely manner





Bicycles and Scooters must be walked on school grounds and placed in the bike rack. Bike locks are recommended. The school is not responsible for loss or damage.

Arrival At School

School begins at 8:40 am. Students are picked up by their teachers from the playground following the first bell at 8:35 am. Playground supervision is limited to 15 minutes before school. Students should not arrive at school before 8:25 am, unless they are attending breakfast, which begins at 8:15 am. Students having breakfast enter the school around the back of the school on the southwest side near the cafeteria. Afternoon kindergarten students are to arrive as close to their starting time as possible. Please do not arrive for afternoon kindergarten before 12:10 pm. In good weather, students will remain outside until the first bell rings. During very wet or extreme weather conditions, a green flag is hung and signs are posted on the front doors to advise students to enter the building through the main doors and head directly to their assigned areas.

Leaving School Early

For individual safety, no child will be allowed to leave school during the school day unless checked out by a parent/guardian or designee who is listed on the registration card and photo identification is presented to the office personnel. Parents are discouraged from checking students out of school after 3:00 pm, as it is so close to dismissal. **Please schedule appointments outside of school hours whenever possible.**



Absences

Regular school attendance is critical for students' success. Students should arrive to school on time and stay until school ends. Please assist your child to get to school on time and avoid checking out early.

If your child has a fever or is throwing up, please keep them home so they can get well and don't cause other children to become sick. If a student is absent from class, the school must receive a written excuse note stating the student's name,

date of absence, reason for absence, and a parent's signature. Parents are able to excuse seven school days during the year with a written note. Absences are medically excused if your child visits a doctor and returns a doctor's note to school. Medically excused absence notes must be turned in within 14 days of the absence.

Attendance Policy: In the United States, schooling is compulsory for all students.

Granite District policy states: (1) Parents may excuse seven school days during the year, with a written note. After seven absences, a doctor’s note will be required. (2) After five additional days of unexcused absences, the school will mail parents a truancy letter asking for the parent’s help. (3) After ten additional days of unexcused absences, the school will mail parents a Habitual Truancy Notice. This requires parents to appear at a pre-group meeting to discuss attendance laws, and a truancy fee may be assessed. (4) After fifteen or more additional days of unexcused absences, parents can be referred to the Salt Lake County District Attorney. (5) Minutes of tardiness, or time checked out of school early, may be added up to equal a day of absence.



Lunch Information

Diamond Ridge participates in the Federal School Breakfast and Lunch Programs. Meals must be paid for in advance. When possible, please pay for school lunches at www.PayPAMS.com. Lunch money can also be turned in using designated envelopes in the front office.

Regular and reduced prices (for qualified applicants) as well as adult rates appear below. (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, or when enrolled as a new student. The school has available computers and can assist families to fill out the free and reduced lunch application if assistance is needed.

Students who are free/reduced lunch cannot take a milk or juice if they bring lunch from home. Water is available for students, or they will need to purchase milk/juice for \$0.30.

BREAKFAST		LUNCH	
Reduced	\$ 0.30	Reduced	\$ 0.40
Regular	\$ 0.90	Regular	\$ 1.50
Adult	\$ 1.75	Adult	\$ 3.35
Milk/Juice	\$ 0.30	Milk/Juice	\$ 0.30

Visiting and Volunteering at Diamond Ridge

Parents are welcome anytime! **Teachers appreciate volunteers!** Please contact your child's teacher to find out ways you can help. All visitors are required to enter the school through the front doors, sign in, and receive and wear a visitor pass. If you desire more than to just visit or volunteer, such as a conference with your child's teacher or the principal, please call or email to schedule a convenient time to meet. Please respect the teacher's time prior to school as they are preparing for the day. To reduce distractions from classroom instruction, all other individuals; brothers, sisters, relatives, or former students are not allowed to visit the classrooms during school hours.



To do all that we can to protect the children's safety, and as per state law, adults with unsupervised access to children (field trip chaperones) will need to undergo a background and reference check, as well as be fingerprinted. Please fill out the application on the Granite School District website (www.graniteschools.org <Find Employment<School Volunteers<School Volunteers with Significant Unsupervised Access to Students>) if you'd like to complete the process to become a field trip chaperone. Email Mrs. Thayer after you have filled out the application mthayer@graniteschools.org so she can complete the process. You do not have to go through this process to be a classroom or school volunteer.

Serving on the School Community Council, or helping with the PTA are other great ways to be involved and help Diamond Ridge!

School Community Council

The School Community Council is a group of parents and staff members who work collaboratively to help make the school safe and successful. The SCC meets approximately six times per school year to discuss and provide input on items such as the Safe Walking Route, Safe Technology/Digital Citizenship initiatives, Bullying Policies and Procedures, and reviews school enrollment and achievement data to help guide the expenditure of Utah's LAND Trust funds.

Elections for two new SCC members will be held in September. Please pick up an application in the school office or on the school website if you are interested in being involved.

Parent Teacher Association

The PTA is a wonderful group of parents who help make Diamond Ridge a wonderful, inclusive, caring, fun environment for students and staff alike. There are many ways (both big and small) to volunteer and help the PTA. Some parents volunteer at school every week and some donate their time to one event each year. Any help or amount of time is appreciated! Many hands and efforts make our school great.

Please email diamondridgepta@gmail.com if you are able to help. PTA meetings are held on the first Wednesday of each month from 3:30-4:30 pm in room 119. All are welcome to attend!



School Communication

We frequently send messages via our “Blackboard” system in which messages are sent directly to cell phones and/or emails informing families or upcoming calendar items and school events. If you are not receiving these messages, please phone the front office so we can connect your email and/or phone. The school has a school webpage as well as social media pages where news and information is shared and posted. All teachers have web pages for class information, and

many use communication apps such as Remind or Bloomz to help keep families involved and informed. Emails are listed on the school’s web page. Email is a very effective way to communicate with staff members.

Concerns

We anticipate that the majority of problems arising in our school can be solved with consultation between student, teacher, parents and/or principal. Concerns should be brought to the attention of school personnel beginning with the child’s teacher. We are confident that through open communication problems can be dealt with effectively within our school. Please contact us with any questions or concerns as they arise and we will work together as a team to resolve them.

EMERGENCY

Emergency Contact Information

During registration you are given an information card to complete. **Correct information is critical for effective school-home communication.** A record of this information is kept in the school office in case your child is sick or injured, or if the school has an emergency. Make sure all telephone numbers and addresses are legible and accurate. Remember to put the name and telephone numbers of **ANY** person who can be contacted in case you cannot be reached. ***Please notify the school of any changes including changes to guardian, childcare, or contact information.***

Closing of School

If the school is to be closed due to storms, road conditions, area emergency, etc. information will be broadcast over radio and television stations. Please listen to the news any morning you suspect the school may be closed. It is not necessary to contact the school.



Telephone Use

Children are allowed to use the school's telephones if they need to contact their parents. Student cell phones are not to be used during school hours. **Student cell phones must be silenced and stored during the school day. The school is not responsible for loss or damage to student cell phones.**

Medications

The school cannot administer medicine to any student without a written verification form from a physician and signed by a parent describing the method, amount, and time schedule by which the medication is to be taken. Forms are available in the front office if your child needs to take medication at school. Elementary aged students are not allowed to carry over-the-counter medications in their backpacks or on their person. (Cough drops and sunscreen are ok if family teaches appropriate use.)

Books & Supplies

Students are responsible for library and school books when checked out from school. When students damage or lose books or other school property, parents will be expected to pay to have them replaced. When your child checks out a library book they are responsible to check the book for damage or they will be considered the responsible party to pay for its repair. (See library use agreement.)



Homework

A small amount of homework may be assigned by classroom teachers when extra practice is needed to help students be successful or work is unfinished in class. Reading every day is proven to be the most beneficial form of homework for elementary aged students.



Technology

Our school is fortunate to be a 1-to-1 digital school and has a Chromebook for every student. Students sign a Student Technology Agreement at the beginning of school and will be expected to treat technology equipment carefully, as well as display digital citizenship and safe use practices. Disciplinary actions will be taken if the technology agreement is violated.

Fundraisers

Fundraisers help support efforts such as student awards, teacher appreciation, Accelerated Reader, technology purchases, curricular supplies, field trips, playground equipment, guests at assemblies, summer reading, and more. There will be two fundraisers each year. The school and the PTA each host a yearly fundraiser to help fund various student activities. If you do not wish to participate in the fundraiser, donations to the school are always appreciated. **Don't forget to collect Box Tops, Coke codes, and connect your Smith's grocery card to Diamond Ridge so our school can receive additional donations.**



Classroom Treats

Special treats for birthdays and holidays are permitted with permission from the classroom teacher. The district has been advised by the Salt Lake County Health Department that the distribution of home-prepared foods is illegal and unwise. Please help us safeguard our children by sending only commercially prepared items. Please ask your child's teacher about any special allergies before sending treats to school.

Items to Leave at Home

Candy should not come to school except when directed by classroom teachers. **Gum** is not allowed at the school at any time.

Money is not to come to school unless it is for a school activity, donation, or lunch money.

Toys are to remain at home unless there is a special activity organized by the teacher. Personal playground equipment can come to school if it will be shared with other students and does not cause problems or disruptions. The school is not responsible for lost, stolen, or damaged items.



Balloons, flowers, and personal packages should not be delivered for your child at school. This creates disruptions to the learning environment and could pose a risk for students with latex allergies. **Invitations to parties are not to be distributed at school.**

Hazardous objects are NEVER to come to school. (Please see Safe School Policy)

Safe School Policy

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.



School Safety

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
- possession of illegal drugs, alcohol, or other prohibited substances

Safe School Guidelines and Procedures

Administrators will investigate all reports, follow school and district policies, and work to prevent further misbehavior. Students involved in safe school violations, including bullying, cyberbullying, hazing, discrimination, harassment, retaliation, or other similar conduct may receive disciplinary actions including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other disciplinary action that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment.



Prohibition of Bullying

Diamond Ridge Elementary will do everything we can to provide a safe environment for learning. The school will provide resources to prevent and intervene in bullying behavior. We will include parents and the school social worker or psychologist to help resolve conflicts and work to help every child succeed. Report all concerns to the classroom teacher, school social worker, school psychologist, or principal.

What is bullying?

It is common for students to confuse social conflicts and unkind behavior with bullying. It is important to help students discern the difference between the two to help them learn how to build their confidence and develop coping strategies.



Is it bullying? What is it?

Teasing <ul style="list-style-type: none">• Kids are having fun• No one is getting hurt• Everyone is participating• You can ignore it if you don't like it• It stops when you tell the person to stop	Conflict <ul style="list-style-type: none">• No one is having fun• There is a possible solution to the disagreement• Equal balance of power• Using STOP, WALK, and TALK helps fix the problem
Mean Moment <ul style="list-style-type: none">• Someone is being mean on purpose• Someone said or did something that hurt feelings or emotions• Happens once or once in a while• Using STOP, WALK, and TALK helps fix the problem	Bullying <ul style="list-style-type: none">• An aggressive physical, social, and/or emotional attack• Unequal balance of power• Happens more than once over a period of time• Does not stop even when you ask the person to stop



Ask the person to STOP. Use a serious voice and body language that helps the person understand.

WALK away from the person or situation.

If the person doesn't stop, TALK to an adult for help.

Bullying involves an imbalance of power or strength, and includes repeated acts (or one big act) of violence, intimidation, humiliation, or social isolation. Bullying can be physical, verbal, or written. Bullying is:

- Aggressively, intentionally physically harming another person.
- Emotional intimidation, humiliation, ridicule, or disrespectful treatment.
- Intentional harm to someone else's property.
- Cyberbullying (social media, email, chat, or other forms of technology) to deliberately threaten, intimidate, or embarrass others.
- Retaliation against a person.
- Forcing someone to do something they don't want to do.
- Discrimination or harassment of another person based on the person's race, gender, or some other personal characteristic.

Reporting - If you see something, say something!

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

- Talk to your teacher, principal, or another employee at the school.
- Write down what happened and give the note to the front office.
- Call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- Use the SafeUT application on your phone or your parent's phone.

At Diamond Ridge, we seek to maintain a safe, constructive, and positive learning environment.

Student clothing is to be neat, clean, and appropriate for learning and weather conditions.

- Clothing and accessories, which refer to drugs, alcohol, tobacco, acts of violence or lawlessness, or have offensive or vulgar language may not be worn.
- Hats, caps, hoods, and sunglasses are not to be worn in the building during school hours unless part of a celebration or planned activity.
- Footwear must be worn at all times. Be mindful that flip-flops create a danger with heavy doors. Many toes and toenails get hurt by wearing shoes with exposed toes.
- Clothing should fit well and not distract others. Tops showing midribs, see-through clothing, and tube, tank tops, and spaghetti straps are not permitted. No low riding jeans or sagging pants allowed. Shorts and skirts must be no shorter than the end of the extended fingertips when standing.
- Coats must be placed in lockers and not worn in the classroom during instructional time.
- No pajamas or nightwear is allowed unless part of a planned activity.



If student dress is deemed inappropriate parents will be contacted to provide a change of clothing. The school has extra clothing if parents are unavailable.



Diamond Ridge School-Wide Expectations

The Diamond Ridge Behavior Plan has been developed to provide consistent expectations, rewards, and consequences based on positive behavior interventions and support. It is our belief that our school expectations will help ensure a productive, safe learning environment for all students. Classroom expectations are designed by individual teachers to meet the needs of each classroom. Diamond Ridge Elementary has three main behavior expectations that will be taught and reinforced in all school areas.

<p>RESPONSIBILITY</p>	<p><i>Do the things you are expected to do and accept the consequences of your actions.</i></p>
<p>SAFETY</p>	<p><i>Don't do things that could hurt or harm yourself or others.</i></p>
<p>RESPECT</p>	<p><i>Treat adults, other students, and our school with kindness and thoughtfulness.</i></p>

Each classroom uses a clip chart to help students monitor their own behavior. Students begin each day in a green “ready to learn” position. Students can move up or down the chart as a result of their choices and behavior. Green, blue, purple, and pink are indicators of a good/great day. Yellow, orange, and red indicate problems in student behavior.



Positive Reinforcements:

- Positive Praise
- Rocket Tickets
- Super Class Tickets
- Clipping up on the clip chart
- Special activities
- Prizes & awards
- Positive notes, emails, & calls home
- Treats
- Student of the Month
- Happy & proud kids, families, & teachers!

Students who are making poor behavior choices will be approached by a staff member to review school-wide behavior expectations and ways to make better choices. If behavior does not improve, or the behavior involves student-to-student conflict, or discussion and verbal warnings have been used numerous prior times, the students will be issued a white slip and a teacher or administrative determined consequence will occur. **Consequences could include:**

- Missed recess or recess restrictions
- Loss of privilege
- Letter of apology
- Restitution or school community service
- Parent conference
- In-school suspension
- Out-of-school suspension

<p align="center"><u>Minor Behaviors</u> (Handled by Teacher)</p>	<p align="center"><u>White Slip Offenses</u> (Handled by Teacher or Administrator)</p>	<p align="center"><u>Principal Referral</u> (White Slip & Administrative Conference)</p>
<p>RESPECT</p> <ul style="list-style-type: none"> ● Talking out ● Breaking dress code ● Chewing gum ● Wearing hats/hoods ● Teasing, arguing, using bad language ● Mistreating school property ● Loud in hallways ● Distracting other learners <p>RESPONSIBILITY</p> <ul style="list-style-type: none"> ● Being unprepared ● Off task behavior ● Coming late from recess/not lining up ● Bringing toys to school <p>SAFETY</p> <ul style="list-style-type: none"> ● Minor inappropriate physical contact ● Running in school ● Play fighting 	<p>RESPECT</p> <ul style="list-style-type: none"> ● Defiance towards an adult ● Chronic swearing ● Repeated name calling, gossiping ● Lying ● Chronic misbehavior <p>RESPONSIBILITY</p> <ul style="list-style-type: none"> ● Cheating ● Chronic off task behavior <p>SAFETY</p> <ul style="list-style-type: none"> ● Throwing rocks or snowballs ● Sliding on ice ● Spitting/inappropriate contact of bodily fluids ● Inappropriate contact that harms other students (tackling, pushing, tripping) 	<ul style="list-style-type: none"> ● Chronic misbehavior ● Bullying ● Sexual harassment ● Racial harassment ● Physical or verbal threats ● Bringing weapons or using items as weapons ● Bringing or using illegal substances ● Vandalism ● Showing severe defiance or assaulting adults ● Stealing ● Fighting (causing bodily harm to another student)

Diamond Ridge Playground Policies



- **Be safe. Play fair. Have fun!**
- Play in designated areas only. Watch out not to cross the painted red lines or go close to the fence on 6200 South.
- To remain safe, stay off the landscaped walls and out of the drainage area.
- Use equipment the way it is intended to be used. Do not climb on soccer goals, fences, backstops, or basketball hoops. Do not climb on top of or jump off playground equipment.
- Use appropriate school language. Do not swear or tease.
- Remember that others may be inside working. Stay away from and do not bounce balls against the building or windows.
- Keep your hands, feet, and other objects to yourself.
- No fighting or aggressive pretend fighting. No (play/pretend) guns.
- Tag is allowed on the grass only. Use soft touch.
- Play Structure: Be safe. Take turns. No tag here! Go down (not up) the slide - feet first. Use the monkey bars safely - no climbing on top and watch out for others.
- Food and garbage stay in the lunchroom.
- Snow stays on the ground and is never kicked or thrown.
- Injuries occur when students slide on the ice. Please don't!
- **ALL GAMES:**
 - **Play fair so everyone has fun.**
 - **Agree upon rules together.**
 - **Be a good sport.**
 - **Work out problems peacefully or get an adult to help.**
- Tetherball: Take care of the equipment by not hanging on the ball or rope.
- Kickball: Play on the grass only. (Balls are not to be kicked on the blacktop.)
- Football: Passing, kicking, flag, and one hand touch games are allowed. No two hand touch, tackling, or aggressive play.
- Soccer: No slide tackles or aggressive play. Jerseys are available.
- Toys from home are not to be brought to school. If you bring playground equipment from home it must be shared and not cause a problem.
- When you hear the whistle or bell, stop playing and line up.
- The playground is not supervised before 8:25 am or after 3:20 pm and is not a safe place to play. Students are to go directly home after school.