

Fox Hills Elementary Policies



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, assistant 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, cell, work and emergency phone numbers. In the case of extreme emergencies, 911 will be called.

Arriving/Departing

Students wishing to eat breakfast may enter the building through the **exterior cafeteria doors** beginning at 8:00 a.m. Once they finish eating, they will be directed to leave the multipurpose room and join the rest of the students outside. Students not participating in the breakfast program should arrive no earlier than 8:20 a.m. They should remain outside of the building, and line up as directed by their teachers when the bell rings. On days of extreme cold or inclement weather, students will be directed to enter the school's multipurpose room to wait.

When the bell rings for school to be dismissed, students are asked to exit the building under the direction of the classroom teacher. Students are expected to leave the school grounds and go directly home. If older students need to pick up younger students, an outside meeting location in the front of the school should be arranged. Please be aware that older school-aged students that do not attend Fox Hills are not allowed on school grounds during school hours or at the arrival or departure times without a parent. If older brothers or sisters are meeting their elementary-aged siblings, please arrange a meeting place that is off school grounds. The telephone in the office is available for emergency use only. Please make sure your child knows what they should do and where they should go after school.

Student Loading Zone: Fox Hills is considered to be a walking school. As a matter of promoting healthy lifestyles and to ease traffic congestion, we encourage students to walk to and from school. If you must drop off or pick up your child in a vehicle, please adhere to the Loading Zone Procedures. An outline of those procedures is included in the registration folder. **Do not stop your vehicle in the left lane of the loading zone to drop off or pick up students. This places your child and others at great risk. Parents are not to use the faculty parking area for picking up students at the end of the day**

Attendance and Absences

Utah Compulsory Attendance Laws state that parents and students are responsible for regular school attendance. Regular attendance is essential to a student's academic success. If a student must be absent from school for acceptable reasons such as illness, medical appointments, or death of a family member, please call the school to notify us of the absence or send a note to school the following day explaining the reasons for your child's absence. The Granite School District Attendance Procedure states that **more than seven days (or equivalent periods)** of absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences. Students with habitual attendance problems will be dealt with as outlined in the district's attendance policy. A copy of this policy is included in the registration folder for your review. NOTE: A student must be in attendance at least four hours of a school day to receive credit for one full day.

Students are expected to be in the classroom and in their seats when it is time for school to begin. Please help your child arrive on time. When students are late for school, they lose valuable learning time, interrupt the learning of others and may miss important instructions. Students arriving after the tardy bell need to check in at the office.

Bicycles, Skateboards, Roller Blades, Scooters

Shoes with wheels that cannot be taken out are not allowed on school grounds. Those shoes that have detachable rollers need to have the rollers removed while on school grounds. Students who wish to ride bicycles, skateboards, roller blades, and/or scooters to school must abide by the following rules:

- Walk your bike, skateboard, or scooter on school grounds and while crossing streets.
- Lock those items in the Bike Barn.
- Be careful of pedestrians and obey traffic laws.

Fox Hills is not responsible for any personal property that is lost, stolen, or vandalized.

Birthdays

If you would like to send a treat to your child's classroom on their birthday, please check with the teacher to make arrangements. Remember that the State Health Policy prohibits distributing food items that are not commercially prepared and packaged. We understand how important birthdays are to children, but we request that parties, balloons, and other celebratory activities be held until after school hours so as to not disrupt learning time.

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Breakfast, Lunch, and Milk

Breakfast and lunch money will be collected at the beginning of each school day in the office. Online payment and balance tracking is available through PayPams.com. We encourage parents to use this service, as well as to pay for a full week or a month at a time. Each student will have a five or six digit number to punch in on a key pad. Students will have the same number from year to year. The numbers are not to be shared or given out to other members of the family or friends. Please keep track of your student's lunch balance to avoid being contacted by district collections personnel.

Students bringing lunch from home may purchase milk for \$0.30 per day. Milk is paid for using the same methods outlined above.

Under the National School Lunch Program, free and reduced-price breakfasts and lunches are available for qualifying families. Application is made online at www.myschoolapps.com. This is a quick and accurate way to complete the application. Paper applications are also available at registration and in the office if you are unable to complete the online application. **Until your child brings 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 carry over for approximately the first four weeks of school while their new applications are being processed. **You must reapply each school year.**

Parents are welcome to eat lunch at the school provided that they order and pay for their lunch one day in advance.

Cell Phones and Other Electronic Devices

The Granite School District Board of Education has established that electronic communication devices such as cell phones have the potential to disrupt 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.

Fox Hills Elementary prohibits all use of communications devices during instructional time, whether the use is to send or receive messages. Recess and lunch periods are considered part of the instructional day. Students may use a cell phone to contact parents before or after school. Other use is prohibited.

Cell phones and other electronic devices that are used in violation of school rules will be confiscated from students and kept in the office until a parent comes to pick them up. Students who choose to chronically disregard this policy will face disciplinary action. Fox Hills Elementary and Granite School District accept no responsibility for the loss of, or damage to, any communication/electronic device.

Computer Use

Students at Fox Hills Elementary have access to computers during the day – in the classroom and computer lab. Internet access is available, under teacher supervision, throughout the school. Before students are allowed to gain access to the Internet, an Acceptable Use Policy must be accepted/signed. Occasionally, inappropriate sites are opened on accident. Should this happen, students must immediately report the situation to the teacher. Students accessing inappropriate sites intentionally will have computer privileges revoked. Please discuss appropriate internet use with your child.

Dress Standards

We support the position that parents should oversee their children's dress so that it is modest, clean, appropriate, and non-disruptive. Clothing that should **NOT** be worn to school includes the following:

- Spaghetti-strap or tank tops (sleeveless tops should have straps/shoulders least three adult fingers in width)
- Bare midriff or see-through tops
- Shirts with large or low cut armholes
- Short shorts/skirts (shorter than finger-tip length)
- Sagging or bagging pants
- Any clothing that allows underclothes to be exposed
- Clothing displaying inappropriate language, illustrations, sexually suggestive messages, or advertisements for liquor, drugs, or tobacco
- Clothing deemed to be gang-related by the Salt Lake Gang Task Force
- Low-cut shirts/blouses

Hats and gloves are only to be worn outside of the building. Open-toe footwear (especially flip-flops) is discouraged as it provides no protection for your child's feet.

If a student is dressed inappropriately, parents will be called to bring a change of clothes.



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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. Additionally, we will not release students to walk home unsupervised after the school day has begun. 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 the 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, complete the release record, and show 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. We ask that you do not check students out during the last 20 minutes of the school day.

Lost and Found

Lost and found items are kept on a cart near the gym. We will display lost items during SEP conferences 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. At the end of each semester, unclaimed items will be donated to a charity organization.

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 over-the-counter drugs. Forms are available at the office or on the school website, under *Resources* then *Forms*. 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 or keep medication in their possession. Authorized medication must be brought to school by a parent/guardian and have a pharmacy label on the bottle/box.

Money and Other Valuables

Students are discouraged from bringing money to school except when absolutely necessary. Please place money for lunch, milk, book fair, etc., in a sealed envelope and list the child's name, teacher, and purpose on the outside. The school cannot be responsible for loss or damage to personal belongings.

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 would be happy to meet with you. If you prefer, we have available in the office *Patron Concern Forms* which allow you to put in writing the nature of your concern and the action requested.

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.

PTA

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



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School Management Plan

Fox Hills is a great place for children to learn academics as well as social skills. Our goal is to help each child be responsible for his or her own behavior and make appropriate choices at school. School rules are made to foster learning and to provide a safe environment for all students. Our school plan includes the following components:

Student Expectations:

- Come to school with a positive attitude ready to learn.
- Fully participate in learning activities throughout the day.
- Demonstrate respect for self, other students, adults, and school property.
- Abide by Granite School District's Safe School Policy.
- Keep hands, feet, and objects to yourself.
- Follow the school dress code.
- Follow directions of staff and administration.

Positive Recognition: Students who follow the rules and demonstrate appropriate behavior may earn:

- Fox Tickets to be used in classroom and school-wide incentive programs
- School-wide recognition of excellent citizenship on a monthly basis
- End of year recognition for outstanding citizenship
- Quarterly good citizenship reward activities

Consequences: Each classroom teacher will establish a classroom management plan which consists of class rules, positive recognition for appropriate behavior and a hierarchy of reductive consequences. If a student reaches the top of a classroom hierarchy more than three times within a two to three week period, a parent conference will be scheduled to discuss the problem and next steps to be taken to improve behavior. If behavior continues to escalate after the conference, the teacher may provide additional interventions or refer the student to the administration.

Classroom Hierarchy Example

- Verbal warning
- Loss of privilege, or consequences
- Stop and Think Time (in classroom)
- Recess time owed
- Stop and Think Time (in other classroom)
- Parent phone call/conference

Administrative Consequences Hierarchy

- Structured lunch recess for 2 days
- Structured lunch recess for 5 days
- Alternate classroom (In School Suspension [ISS]) ½ day
- Alternate classroom (ISS) 1 full day
- Alternate classroom (ISS) 2-3 full days
- Student placed on out-of-school suspension 1-3 days.

Safe school violations and vandalism will be dealt with separately.

School Supplies

Children are held responsible for the condition of all textbooks and library books checked out to them. A charge may be assessed if these books are lost or damaged beyond normal wear. In compliance with state law, elementary school students are not required to furnish any of their own school supplies. However, teachers may provide a list of recommended items that you may purchase for your child if you so choose.

Recess

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 are entitled to recess breaks, also. If your child needs to remain indoors for an extended period of time, a note from your child's doctor will be required.

Visitors

In order to keep everyone safe at school, all visitors must check in and out with the office. Government-issued photo I.D. is required and will be scanned for a brief background check. Office staff will issue a "Visitor's Badge" once the system clears the visitor. This badge must be worn in a visible place while you are in the building. Always stop at the office before going to a classroom or the playground, even if you are just stopping in for a brief moment.