

# MAGNA ELEMENTARY STUDENT HANDBOOK 19-20

## TABLE OF CONTENTS

Accidents and Illness at School .....	2
After School Programs .....	2
All-Day Kindergarten .....	2
Arrival to School .....	2
Attendance .....	2
Behavior Expectations .....	3
Breakfast in the Classroom .....	3
Bicycles and Scooters .....	3
Bullying, Cyberbullying, Hazing, and Retaliation .....	3
Cell Phones/Cell Watches .....	3
Checking-Out Students .....	4
Class Change and Teacher Requests .....	4
Classroom Treats .....	4
Contacting Students During the Day .....	4
Discrimination and Harassment .....	4
Dress Code .....	4
Emergency Procedures .....	5
Events During the School Day .....	5
Extreme Weather Conditions .....	6
Field Trips .....	6
Fundraisers .....	6
Homework .....	6
Lost and Found .....	6
Lunch .....	7
Medication .....	7
Office and Classroom Phones, Student Use of .....	7
Personal Items and Toys from Home .....	9
Pick-Up and Drop-Off Safety .....	7
Reporting and Correcting Patron Concerns .....	4
Reporting District Prohibited Conduct .....	7
Recess .....	8
Responsibility for Damages .....	8
School-Home Communication .....	8

School Safety .....	9
Student Privacy Rights .....	9
Updating Contact Information .....	9
Visitors/Volunteers .....	9
Website .....	9

Magna Elementary reserves the right to modify or update these policies at any time without prior notice.

Patrons will be notified of any change in school policy via the Magna Memo.



**2019-2020 Theme:** “Today you are You, that is truer than true. There is no one alive who is Youer than You.”

— Dr. Seuss, *Happy Birthday to You!*

**The Mission of Magna Elementary** is to cultivate the intellectual, emotional, social, and physical growth for all our students.

## ACCIDENTS AND ILLNESS AT SCHOOL

If the student becomes ill or seriously injured during school, the parent will be contacted by the school. Ice and bandages may be provided for minor injuries.

Please keep your child home from school if they have a fever or are throwing up.

**School Nurse: Janessa Johnson: 801-646-2408**

## AFTER SCHOOL PROGRAMS

The grant which funds the after-school program requires that participating students be selected based on academic need and is not intended or designed to be a day-care service.

**Space is limited.**

Many local daycare providers offer after school pick-up and transportation to their facilities. For a list of those providers please contact the main office. The choice and use of any daycare is completely up to you as the guardian. The school is just providing a list to be helpful.

Other programs such as the School Choir, Lego League, Run Club, etc. are open to all students.

**After School Coordinator: Connie Paredes-Pozas (385-468-4500)**

## ALL-DAY KINDERGARTEN

Students placed in the All-Day Kindergarten classes are identified by testing results from the KEEP Assessment and principal discretion. Half-Day Kindergarten is available upon request.

Priority will also be given to students in our boundaries. However, since Magna Elementary will have three All-Day Kindergarten classes this year, parents may apply for a special permit if they live out of our boundaries.

One of the all-day classes is funded by a federal grant. Students on special permit are not permitted to be placed in that particular All-Day Kindergarten class per federal guidelines.

## ARRIVAL TO SCHOOL

Supervision on school grounds will begin at 8:20 a.m. Students should arrive between 8:20 a.m. and 8:35 a.m. to

ensure their safety. Students who arrive after 8:40 p.m. must check-in at the office and get an admittance slip.

Parents must check-in at the office before entering the school and should never enter through side doors in the morning.

Students may only play on their grade-specific playground before school:

Grades K-3: West playground/black-top area

Grades 4-6: East playground/black-top area

Students can enter the gym before school due to inclement weather. **Refer to Inclement Weather Policy for details.**

## ATTENDANCE

Magna Elementary is proud to support Governor Hebert's attendance initiative "Every Day Counts." This campaign centers on the fact that students do better academically if they attend school over 90% of the time.

Classes can earn a reward when they improve their average attendance over the previous month.

Individual students with good attendance and/or improved attendance can earn rewards from the school store.

Parents of chronically absent and/or tardy students will be guided through the District mediation process by the school social worker and principal. Please send a note to the school or call the office following an absence explaining the reason for your student's absence so we can code it correctly in the system.

Students must be present four hours on a given day to be considered in attendance; anything less will be recorded as an absence.

Suspended students will be recorded as an unexcused absence.

Ten consecutive absences may result in the student being withdrawn from school unless prior arrangements have been made with the principal.

Tardy students arriving between 8:40 a.m. and 8:50 a.m. should enter the front doors and go directly to their class (the teacher will record their tardy). After 8:50 a.m. students should check in at the office and get a tardy slip before going to class (the office will record their tardy after 8:50 a.m.).

[Refer to the District Information Packet for the full Student Attendance/Truancy Prevention Policy](#)

## BEHAVIOR EXPECTATIONS

“Educators need to be able to teach without disruptions from disorderly students...[Magna Elementary has a duty] to operate safe, orderly schools and classrooms under reasonable rules governing school conduct.” -GEA Professional Agreement Article 12

Every school rule is connected to one of four Magna Manners:

1. Care About Learning
2. Care About Yourself
3. Care About Others
4. Care About the Environment and Property

Self-motivation and ownership are the essential ingredients of positive behavior. Our faculty and staff are committed to modeling and teaching these values to all our students. In addition, individual students can earn Dog Pounds to buy prizes from the school store and classes can earn rewards for demonstrating positive behavior.

Students needing support to meet the school behavior expectations will receive additional support through specific and targeted interventions. They may also be subject to classroom, school, district, and state consequences for violations of our code of conduct.

[Refer to Magna Intervention Hierarchy for more details.](#)

## BREAKFAST IN THE CLASSROOM

Breakfast is offered free of charge to every student the first 10 minutes in class every day.

Students do not have to eat breakfast at school, but if they choose to eat breakfast, they must take a complete meal which consists of an entrée and a piece of fruit or fruit juice (milk is optional).

## BICYCLES, SCOOTERS AND SKATEBOARDS

Students may bring bicycle, scooters, and skateboards to school. Heelys, hoverboards, etc. are not allowed on school grounds.

For the safety of all, once on school grounds, students must get off and walk their bikes and scooters to the bike rack and carry their skateboards.

The bike rack will be closed and locked from 8:35 a.m. until school is dismissed and will not be opened for tardy students. Magna Elementary does not assume responsibility for lost or damaged bicycles or scooters.

Violation of this policy may result in the confiscation of the bike, scooter, or skateboard. Only parents/guardians can retrieve confiscated bikes, scooters, and skateboards. Continued violation of this policy will result in permanent restrictions on riding bikes, scooters, and skateboards on school property.

## BULLYING, CYBERBULLYING, HAZING, AND RETALIATION

Any bullying, cyberbullying, hazing, retaliation, or related conduct is unacceptable.

[Refer to the Magna Anti-Bullying Plan for more details](#)

Administrators, teachers, counselors, social workers, and psychologists in every school are trained to respond to incidents of bullying, cyberbullying, hazing, and retaliation. In order to respond appropriately, these incidents must be reported immediately.

[Refer to District Prohibited Conduct Policy for more details.](#)

## CELL PHONES/CELL WATCHES

Students who carry cell phones must keep them **out of sight and on silent or turned off** during school hours unless otherwise directed by the teacher. Cell phones may only be used before and after school to contact parents/guardians.

Students using their cell phones during school hours may have them confiscated, and only parents/guardians may retrieve them.

Cell watches may be worn during school hours but may not be used during school hours and are subject to the same policy as cell phones.

Teachers have an optional lock box for student use, but it is the student’s responsibility to retrieve them from the lock box at the end of the day. If they forget, we may not be able to unlock the box until the next day. Magna Elementary does not assume responsibility for lost or damaged cell phones.

## CHECKING-OUT STUDENTS

Only authorized persons on the registration card with valid ID can check-out students.

Students cannot be checked out over the phone and we can't guarantee check-out requests placed after 3:00 p.m.

## CLASS CHANGE AND TEACHER REQUESTS

Granite School District commits to reasonably accommodate a parent's or guardian's initial selection of a teacher or request for a change of teacher.

Class changes during the school year must be approved by the principal and are only granted in cases of extreme need after all other interventions have been unsuccessful.

## CLASSROOM TREATS

We welcome you to bring treats to school parties and for birthdays or other special recognitions. However, these treats need to be commercially packaged. State Law mandates that treats prepared at home are not to be brought to school for consumption.

Please notify your teacher if your child has any food allergies.

## CONCERNS, PATRON

Address concerns about your student with the teacher first. If your concerns cannot be resolved with the teacher, you can schedule an appointment with the administration. However, patrons may be referred back to the teacher if a reasonable effort has not been made to resolve the issue with the teacher. Remember, tone and intention cannot be accurately determined via electronic communication. It is always best to speak to the teacher in person or over the phone. **You can call the office to leave a voice message for the teacher: 385-646-4900.**

Walk-in appointments with the administration may not always be possible and it is best to schedule an appointment with the principal's secretary at least one day in advance. Please describe your issue to the secretary and fill out a patron concern form so that administration can provide a more proactive response to your concern.

Concerns about teachers or other school personnel should be addressed with the administration by appointment. Details regarding the investigation, discipline, or corrective action taken by the administration will be held in confidence.

Parents should not discipline students that are not their own children. Administration may accommodate requests for side-by-side meetings with other parents if they deem it appropriate and all parties agree to the terms of the meeting.

Behaviors toward any staff, parent, or student that creates an unsafe atmosphere will not be tolerated. Violations of this policy may result in criminal charges and permanent expulsion from school property.

Report any suspicious activity or behavior on school grounds to administration or the **Granite Police Department: 801-481-7122.**

If administration does not resolve your concern to your satisfaction, please contact **School Accountability Services: 385-646-4510.**

## CONTACTING STUDENTS DURING THE DAY

If you need to contact your student during the school day, please call the office: 385-646-4900. We can either call your student out of class to talk to you or deliver a message to them.

We cannot guarantee students will receive messages if you call after 3:00 p.m.

## DISCRIMINATION AND HARASSMENT

The District prohibits all discrimination, harassment (including sexual harassment), and retaliation against any individual based on race, color, sex, pregnancy, religion, national origin, age, disability, sexual orientation, or gender identity in its educational programs, activities, admissions, access to facilities, or other treatment.

Refer to District Prohibited Conduct Policy for more details.

## CUSTODY DISPUTES

Magna Elementary does not take sides during child custody disputes. We follow the guidelines of the most current court order and are not subject to request from 3<sup>rd</sup> party attorneys. If no court order is in place the two disputing parties are responsible for negotiating

## DRESS CODE

### Guiding Principles

Students have the constitutional right to free expression, including in their choice of clothing.

Schools have the right to restrict the dress of students to provide a safe and effective learning environment.

Dress code shall be enforced with dignity and respect towards all students and shall keep students in the learning environment as much as possible. At no time will school staff publicly or privately shame students for their choice of dress, even if it is in violation of this dress code.

All persons are responsible for their own behavior, including their own distraction. Other people's choice of clothing shall not be accepted as an excuse for misbehavior.

### Minimum Dress Requirement

Clothing must be clean and adequately cover undergarments.

Faces must be uncovered.

Footwear must be worn.

### What is Allowed

The neckline of shirts or dresses may be of any style.

The length of shorts, dresses, or skirts is a matter of student choice, so long as the underwear is covered. Straps and waistbands are not a violation of dress code.

Shoe style, hair color, and piercings are a matter of student choice.

Hats are allowed and may be worn at any direction or angle. Hoodie sweatshirts are permissible, but the hood may not be worn inside the building.

Other buildings and institutions, such as Matheson Jr. High, do not allow hats to be worn in the building. Please help your student understand that when they visit another location on a field trip, they are subject to that location's dress code and should respectfully comply with requests to conform to that location's standard.

### What is Not Allowed

Clothing that shows or encourages illegal activity (violence, alcohol or drug use, pornography, tobacco use, gang activity, etc.).

Clothing that is associated with gangs. Gang clothing varies by neighborhood and over time. School personnel will work

with the Granite Police Department to identify and address individual situations as they arise.

Clothing that is likely to cause injury (chains, sharp objects, etc.). School personnel will use reasonable judgement in determining the safety of clothing.

### What about Modesty?

Modesty is not something that everyone in our community agrees on. Since your public school is a part of the government, it is governed by the US and Utah Constitutions, and is prohibited from favoring any religious group or culture over any other.

Modesty is an issue best left to parents and families to decide for their own children.

### Clothing Assistance

If families are not able to afford appropriate clothing, they are encouraged to contact the social worker or principal and request assistance from the Granite Education Foundation.

The school also has a washer and dryer onsite and can provide an additional outfit to students while their dirty or soiled outer layer gets washed.

## EMERGENCY PROCEDURES

The School Emergency Response Plan is updated annually and can be found on the school website. We practice emergency drills monthly.

## EVENTS DURING THE SCHOOL DAY

Visitors are not required to check-in at the office for large events during the school day such as the Halloween parade, student performances, etc. Instead, parents must enter and exit the building via the East gym door. Access to all the classrooms via the North and South halls will be restricted.

If you want to visit your child's classroom after the event you must exit the gym door, walk around to the front doors and check-in at the office after the event. Photo ID is required to obtain a visitor's badge.

Announcements and invitations for all school events will include instructions on which door to enter.

See Visitors/Volunteers for instructions on entering the building during regular days.

## EXTREME WEATHER CONDITIONS

On days of extreme weather conditions, recesses will be held indoors, and students will be invited into the gym before school.

As a rule, however, please have children come to school prepared to play outside.

**Refer to Inclement Weather Policy for specific guidelines on when students will have limited or restricted access to outdoor play and activities due to inclement weather.**

## FIELD TRIPS AND FIELD DAY

A signed permission slip is required for students to attend each field trip.

Teachers may ask for donations to help cover field trip costs; however, all students will be allowed to attend the field trip regardless of whether they donate or not.

Field trips are educational and connected to the Utah Core Curriculum. Therefore, all students have the right to participate in field trips. However, students with individual behavior plans or two or more office referrals per term may be restricted from attending the field trip without a parent chaperone. Parent chaperons may need to provide their own transportation if the bus is full.

If a parent is not available to chaperone, accommodations may be possible. In such cases please contact the principal.

Field Day is a celebration of completing a school year. Field Day in its entirety will not be withheld from any student for any reason. However, portions and/or specific games on Field Day must be earned by successfully meeting the Magna Behavior expectations.

## FUNDRAISERS

Per District policy, only three active fundraisers will be conducted per year as follows: 1) a school operations fundraiser, 2) a PTA fundraiser, and 3) a charitable fundraiser (Super Bowl of Caring).

An unlimited number of passive fundraisers may exist, such as Arby's night, Smith's shopping, etc.

## HEADLICE AND BED BUGS

Lice and bedbugs are a common problem among school-age children and children come into close contact daily at school. Consequently, the potential for the transmission of head lice and bedbugs exists.

Head lice and bedbugs do not cause disease and are, therefore, not a reportable communicable disease. Please contact the school nurse if you child has persistent issues with headlice and bed bugs: **Janessa Johnson: 801-646-2408**. If students are sent home for treatment either during or after school, the student should return to school the following day.

**Refer to the District Headlice and Bed Bug Procedures for more information.**

## HOMEWORK

Students may be assigned up to 10 minutes of homework daily for each grade level (i.e. fourth graders may have up to 40 minutes of homework each evening).

Additionally, all students should read about 20-30 minutes each day. Teacher's will not assign reading minute logs. Instead, we use the Accelerated Reader (AR) program to track and incentivize independent reading.

AR quizzes can only be taken at school. Student may attend an AR party at the end of the term if they achieve 100% on their AR goal.

**Math homework should not exceed eight problems per night as follows:** two problems of the new skill, four cumulative review problems, two problems that require showing work or explanation.

**For help with math homework please visit:**

**<https://www.graniteschools.org/curriculuminstruction/math-k-12/>**

Parents and students should stop working on homework once the time limit has been reached if students are showing signs of fatigue.

Homework is a meaningful independent practice which requires time and effort outside the classroom and has an articulated purpose tied to content standards but is not scored.

## LOST AND FOUND

Please label all coats, hats, gloves, boots, lunch boxes, and water bottles brought to school.

Lost and found items are stored near the office. Students and parents should check the box for missing items.

All lost and found items not claimed by the end of the term will be donated to a local charity.

## LUNCH

Students have 30 minutes to eat lunch. As soon as they finish eating, they may go outside to play for the remaining time. Students may be asked to move to an overflow table if they are still eating when the majority of the class has left for recess.

Two or three times per year your student will be asked to help wipe off their own classroom's lunch table for a week. Performing this service may cut into your student's recess time. Please contact administration if you want to opt your student out of performing this service.

## MAKE-UP WORK FOR ABSENCES AND VACATIONS

It is impossible to recreate the classroom learning environment at home. Much of the essential learning occurs as students interact with each other and receive timely and constructive feedback from a certified teacher. Therefore, "make-up" work for absences and vacations cannot be sent home because the classroom learning activities cannot be successfully duplicated as a "take-home" assignment.

However, teachers provide opportunities daily for reteaching and review. Students who are absent from school will be provided with extra opportunities for additional review and reteaching. Once the student has been taught the new material, the teacher may send home extra practice homework to reinforce the standards and objectives being taught.

All assessments must be taken at school ensure valid and reliable results.

## MEDICATION

All medication administered on school property requires a current Granite School District Medication Authorization form.

Students may only carry and self-administer the following medications: epinephrine (EpiPen's), insulin, or asthma medication (inhaler).

All other medications must be administered in the office by a parent/guardian or authorized school personnel.

Medication does not refer to personal care products such as lip balm, lotion, sunscreen, contact solution, cough drops, etc.

## PHONES, STUDENT USE OF SCHOOL PHONES

Office phones may be used during school hours for illness and injuries. Students may not use the office phone for *student business* that can reasonably be conducted before or after school such as coordinating transportation, retrieving homework, etc.

Classroom phones may be used during the day for *student business* at the teacher's discretion.

## PICK-UP AND DROP-OFF SAFETY

Be courteous to pedestrians, other drivers, safety patrol members, and crossing guards.

Pull all the way forward in drop-off zones. The East parking lot is the preferred drop-off zone. Avoid the West parking lot if possible. Students should only exit the vehicle on the passenger side of the vehicle toward the curb.

Always use designated crosswalks and follow the directions of the personnel on duty.

## REPORTING DISTRICT PROHIBITED CONDUCT

The best resources for identifying and addressing incidents of unsafe behavior, discrimination, harassment, bullying, cyberbullying, hazing, and retaliation are students and staff. Magna Elementary provides several avenues for reporting:

**Call administration – Mr. Bawden or Mrs. Reynolds: 385-646-4900**

Magna Elementary has a "Buddy Box" in the principal's office for making written reports.

The District Safety Hotline is available if students are aware of any dangerous situations involving bullying, weapons, or unsafe behavior: **Phone: 801-481-7199, Text: 801-664-2929**

Students and parents can use the SafeUT application on their phone or any internet browser.

Students can make a verbal or written report to any teacher or other staff member. **Refer to the District Prohibited Conduct Policy for more details.**

## RECESS

Two 15-minute recesses and/or brain breaks are provided daily. Students can also play outside once they finish eating lunch.

Unstructured play and physical exercise stimulates brain growth and promote learning. Therefore, all children should participate in recess.

Students will not be kept in from recess on a consistent basis. Recess will not be a punishment for uncompleted work. Students may stay in from recess to complete work if both you and the teacher agree that is the best way for your student to complete his or her work or receive addition help and support.

Inclusive play is essential for the healthy social and emotional development of all students. Students should not exclude others from playing with them at recess for any reason.

Adults on playground duty may exclude students from participating in a specific game/activity if the student refuses to follow the established rules of the game/activity.

***Students may not bring playground equipment from home*** to use at recess (i.e. no basketballs, soccer balls, footballs, etc.). The school will provide all necessary equipment for recess.

Three “Buddy Benches” are available for students to sit on if they need help making friends and finding games/activities to join.

If a student has been ill or has some other medical reason not to go outside, please communicate and make arrangements with the teacher for the student to stay inside.

Students allowed to stay inside from recess must sit in the hall and read a book. During recess, enough teachers are coming and going to constitute adequate supervision.

Restricted and/or supervised recess may be provided for students who need additional supervision and instruction on appropriate ways to play.

We contract with a company called Playworks to provide recess training to our students and staff. For more

information about Playworks visit their website: <https://www.playworks.org/>

**Refer to Magna Behavior Matrix for more details on playground rules.**

## REQUESTS FOR EVALUATIONS AND SPECIAL EDUCATION SERVICES

Parents may request the school evaluate their student to see if they might qualify for additional services under Section 504 of the Rehabilitation Act or specialized education under the Individuals with Disabilities Education Act.

Prior to evaluation the school will assemble a multi-disciplinary team to summarize and review student academic and/or behavior performance data. The team will decide whether to evaluate based on student performance.

If the team decides to evaluate, they will use both formal and informal measures to assess student response to intervention during an evaluation period (most evaluation periods last a minimum of eight weeks).

Parents will be notified by the teacher on how their student is responding to the interventions at the end of each intervention. The multidisciplinary team will design and implement a minimum of two interventions during the evaluation period. Each intervention will last at least four weeks and will be prolonged by absenteeism. Parents can request weekly updates by emailing or sending a ClassDojo message to the teacher.

After the evaluation period is complete the school team will hold an eligibility of determination meeting with the parents/guardians to explain which services their students may or may not qualify for.

You will be notified in writing if the multi-disciplinary team refuses to evaluate your student.

## RESPONSIBILITY FOR DAMAGES

Students are responsible for the condition of all textbooks, technology devices, and library books checked-out to them. A charge may be assessed if these items are lost or damaged beyond normal wear.

Damages to school or personal property due to negligence, vandalism, or malicious behavior are also subject to fines.

## SCHOOL-HOME COMMUNICATION



Important information/flyers will be sent home via the Magna Memo on the last full day of each week (ex: if Friday is a short day, the Magna Memo is sent home on Thursday).

The Magna Memo will also be digitally archived on our website weekly.

Information may also be communicated via Class Dojo, Facebook, Blackboard automated phone calls, etc.

Parents/guardians are highly encouraged to connect with the school using Class Dojo. **See Updating Contact Information.**

## SCHOOL SAFETY

Unsafe conduct and disrupting school programming or student activities violates district policies.

**Refer to the District Prohibited Conduct Policy for more details.**

## STUDENT PRIVACY RIGHTS

Private student information will not be given over the phone unless the school can validate the identity of the caller. Doing so may require the caller to fax or email a copy of their photo ID.

The school will not create any letter or document at the request of a parent/guardian that is not an official school record. **Refer to the District Information Packet for the full Student Privacy Rights Policy.**

## TOYS AND PERSONAL ITEMS FROM HOME

Pets, toys, trading cards, video games, etc. do not belong at school. These items may be confiscated from students, and only parents/guardians can retrieve them.

Incentives earned at school should be immediately placed in a backpack and taken home. Incentives and toys purchased at the school store with Dog Pounds are not intended to be used in the classroom or at recess.

## UPDATING CONTACT INFORMATION

Immediately notify the school of any change in telephone number or address so we can reach you in the event of an emergency.

Only adults with valid identification who are listed on the registration card may check-out students or have access to student records.

## VALUES

The Values of Magna Elementary guide our interactions, inform our instruction and learning, and describe how we behave, and how we expect our students to behave. Please teach your student about these values at home as well:

**Caring:** kindness to others, honest about thoughts and feelings, respectful towards property and the environment.

**Ownership:** taking responsibility for your own learning, choices, and actions.

**Patience:** calm, forgiving, everyone learns at their own pace.

**Equity:** design and use of resources, time, and policy so that all students can succeed

**Fun:** laughter, exploration, engagement

**Hard Work:** never give up, learning from failure can lead to success

**Self-Motivation:** explain the “why” and create a culture of autonomy and trust

## VISITORS/VOLUNTEERS

All visitors must enter through the front doors and check-in at the office with valid picture identification.

For procedures on visiting the school to attend an event **see Events During the School Day.**

Classroom/Field Trip volunteers are invited and encouraged. We ask that you arrange your visit with the teacher in advance and leave all other children at home.

Certain circumstances may require volunteers to have unsupervised access to students. All volunteers with significant unsupervised access to students are subject to a rigorous application process, which includes fingerprinting and a thorough background check. Volunteer applicants are responsible to cover the cost of the background check (\$40).

Applicants for school volunteers with significant unsupervised access to students must first apply with the Granite School District HR Website:

<https://www.graniteschools.org/hr/employment-opportunities/>

## WEBSITE

Additional policies referred to in this handbook and the most current version of this handbook will be posted on our website at:

<https://schools.graniteschools.org/magna/policies>

For a complete list of District Policies please visit:

<https://www.graniteschools.org/legal/>