

Orchard Elementary Policies

Attendance and Absences

Regular attendance is essential to academic success, which ensures concepts and skills are consistently learned. According to Utah Compulsory Attendance Laws, every school-age child must arrive on time and attend school regularly. Parents are responsible for their children's regular school attendance.

If your child is absent and you have a doctor's note, please bring it in to be medically excused.

After **ten (10) days** of unexcused absences within a school year, the school will mail the parents an Attendance Notice Letter that will require a meeting with the school.

If your child is absent, please **call the office (385-646-4954)** to excuse your child. It is the **responsibility of the parent** to arrange with the teacher to make-up/missed classwork. Parents may contact teachers by email. Please do not interrupt teachers during instructional time or just before/after the bell rings.

If you plan on being out of town on vacation, please inform the teacher(s) a reasonable time in advance (at least three days). This will allow teachers time to make arrangements for missing work.

If your child arrives after the tardy bell, they should check-in at the office, fill out a tardy slip, and take the slip to the teacher.

Supervision before and after school- It is recommended that students arrive at school **no sooner than 8:00 a.m.** At the first bell, students should quickly line up at their grade level doors. *If there is a problem, students should come to the office and report concerns immediately.* Students can go into the cafeteria until the first bell rings in case of severe or rainy weather.

Breakfast / Lunch

Breakfast is available to all students in the classroom at no charge. Breakfast will be served from 8:15 – 8:25 daily. Lunch money will be

collected daily. Lunch is \$1.50 per day for students and \$3.35 for adults. Milk is 30¢. It is helpful to pay by the week or month. **Federal regulations do not allow for charging lunches; please ensure your child has money in their account at all times.**

Free and reduced lunch applications are available in the main office or apply online at www.myschoolapps.com. The *Nutrition Salad-Veggie-Fruit Bar* gives all hot lunch students a variety of selections to choose from each day.

NOTE: All lunch money will roll over to the next school year, including 6th graders' money, which will show up in their junior high account. **NO REFUNDS** will be given, except to those moving out of Granite School District.

ADULT VISITORS FOR LUNCH Parents or other guests are welcome to visit the school to eat lunch with their child(ren). Please pay for adult lunches at the office. ***Adult lunches are \$3.35 and must be paid in cash only.*** Parents and other guests may not accompany children out to recess following lunch.

Dress Code

Guiding Principles

We support the position that parents should oversee their children's dress to be clean, neat, and appropriate for the weather conditions. Clothing should also protect the student as they engage in varied activities during the school day.

Students should come to school in ready-to-learn clothing. Our goal is to create a learning environment for all students as well as accommodate student wardrobes. We want students in school to learn and be comfortable.

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

The 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 violates this dress code.

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

Students Must Wear:

- ✓ **A shirt** (with fabric in the front, back, and on the side under the arms)
- ✓ **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts)
- ✓ **Shoes**

Clothing must be clean and adequately cover undergarments.

Faces must be uncovered

Footwear must be worn

We do not require a specific length to shorts, dresses, or skirts, but we do ask that students and guardians use reasonable judgement to help maintain our goal of keeping Orchard a place of learning and respect.

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

Hats can be worn outside of the school.

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 judgment in determining the safety of clothing.

Clothing Assistance

If families cannot provide clothing within the dress code guideline, they are encouraged to contact the social worker or principal and request assistance.

Field Trips

Field trips are an important part of the educational process and are used as hands-on extensions to the classroom curriculum.

Students are expected to obey all bus regulations and Orchard Elementary Rules during the field trip.

We appreciate parent chaperones. **Young children and non-attending students are not permitted on field trips.**

IMPORTANT: Parents may not drive their own or other students to and/or from field trip destinations due to liability.

Lost and Found

Many items are left at school. **Please write your child's name on each** article of clothing, especially coats/jackets, and check the Lost and Found regularly. Abandoned items will be donated to charity several times during the year.

Medication

In accordance with Utah Law 53A-11-601, prescription and non-prescription medications can only be administered under **ALL** of the following conditions:

1. A parent or legal guardian must sign the "Permission to Administer Medication" form available in our main office.
2. The child's physician must fill out and sign the "Permission to Administer Medication" form.
3. This form must be given to the school office with medication in the **original container** labeled with the child's name and correct prescription dosage.
4. Medication will be kept in the office to avoid sharing.

5. Medication must be transported by an adult.

Movies

Occasionally, movies will be shown in the classroom or as a reward.











Parking Lot Safety

Student safety is of the utmost importance, especially before and after school.






**ONE CHILD'S LIFE IS WORTH MORE THAN
SAVING TIME AND PARKING CONVENIENCE!**

Drop-off and pick-up parking lots are south and west of Orchard Elementary.

Please note the following safety rules that will help to keep your children from getting hurt.

-  Pull **all the way forward**, stop, and "Drop-off" or "Pick-up" children.
-  Please only enter the school parking lots when your students are ready to unload in the mornings.
-  Pull forward to fill in gaps as cars leave after school. If necessary, loop through again to keep the flow of traffic moving.
-  Pull next to the curb; pull entirely out of the "Drive Through" lane.
-  **STAY in your car while waiting for your children.**
-  Pull into a parking space if you need to get out of your car for any reason.
-  BE COURTEOUS AND NICE TO OTHER DRIVERS.
-  Be quick yet safe in dropping off your child.
-  DRIVE SLOWLY! Always watch for children.
-  Avoid using your cell phone while in the school parking lots.

Please DO NOT:

-  Pick-up children in the "Drive Through" lane!
-  Leave your car unattended in the drop-off/pick-up lane!
-  Get out of your car!
-  Ask your child to run in front of another car to get to you!
-  Park in red painted zones!

Thank you for being a great example of safe driving!

WE NEED HELP: If you would like to volunteer your time before or after school to help with drop-off and pick-up, please contact the principal.

We know our parking is limited when you attend the school for various programs. Please be courteous and do not block access to neighbors' driveways and mailboxes.

Phones / Cell Phones / Cellular Watches

There is a phone in the classrooms and the office for student use in case of emergencies or when teacher permission is given. Students must have a phone pass to use the office phone. After school, students may not call home to arrange playtime with other students; please make arrangements before coming to school.

CELL PHONES/CELLULAR WATCHES: Student cell phones/watch may not be used during school hours, either in the classroom or outside on the playground. If a student brings a cell phone/watch, the following rules apply:

- The phone/watch must be turned off during the school day – 8:10-2:55.
- The phone must be kept out of sight in a pocket or a bag.
- In the event a phone is visible (even if it is not being used), teachers will bring it to the office.
- Students may not make calls from their cell phones/watches during the school day. Students may be disciplined for using their cell phones/watches during school.

NOTE: Emergency calls should be made using school phones.

Proficiency-Based Learning

Grades are intended to communicate progress towards proficiency. They are intended to indicate what a student knows and can 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:



PROFICIENCY SCALE



Homework and Proficiency-Based Learning:

Traditional "homework" is replaced with independent, meaningful learning activities which require time and effort outside the classroom and have an articulated purpose tied to specific standards. These learning activities are **NOT included in the calculation of the grade**. The expectation of teachers is that learning activities serve as a vehicle for feedback, extra practice, and/or relearning.

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 conduct outside of school if it affects the school environment.

Prohibition of Bullying

Orchard 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 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 build their confidence and develop coping strategies.

Is it bullying? What is it?

<p>Teasing</p> <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 	<p>Conflict</p> <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
<p>Mean Moment</p> <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 	<p>Bullying</p> <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 other personal characteristics.

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.

School-Wide Expectations

The Orchard Behavior Plan has been developed to provide consistent expectations, rewards, and consequences based on positive behavior

interventions and support. We believe that our school expectations will help ensure a productive, safe learning environment for all students. Individual teachers design classroom expectations to meet the needs of each classroom. Orchard Elementary has five standards that will prepare students for College, Career, and Life Readiness. Those five standards are taught and reinforced in all school areas and they are:

- RESPECT**
- DEPENDABILITY**
- COMMUNICATION**
- RESPONSIBILITY**
- HARD WORK AND RESILIENCE**

Positive Reinforcements:

- °Positive praise
- °Classroom rewards
- °Quarterly activities
- °Treats
- °Positive notes, emails, and calls home
- °Eagle Tickets
- °Eagle Store
- °Student of the month

Disciplinary Action for Breaking School Rules

The word discipline is derived from the Latin root *disciplina*, meaning learning. Discipline is not a punishment. Our goal is to teach students self-confidence and self-control.

ORCHARD ELEMENTARY OFFENSE HIERARCHY

<p>Level 1 Behaviors YELLOW SLIP/Handled by Teacher</p>	<p>Level 2 Behaviors RED SLIP/Handled by Teacher (documented as a minor incident in Ed. Handbook)</p>	<p>Level 3 Behaviors OFFICE REFERRAL (documented as Office Referral in Ed. Handbook)</p>
<p><u>Safety:</u></p> <ul style="list-style-type: none"> ○ Minor inappropriate physical contact ○ Use of wheels on school grounds 	<p><u>Safety:</u></p> <ul style="list-style-type: none"> ○ Inappropriate contact that harms the other student (pushing, shoving, tripping, tackling, etc.) 	<ul style="list-style-type: none"> ○ Bullying ○ Sexual harassment ○ Racial harassment ○ Physical or verbal threats

<ul style="list-style-type: none"> ○ Throwing food ○ Running in the school ○ Coming in late from recess <p><u>Ownership:</u></p> <ul style="list-style-type: none"> ○ Note passing ○ Calling out/talking ○ Toys/electronics at school ○ Eating candy, drinks, and/or gum in class and/or outside ○ Side conversations <p><u>Achievement:</u></p> <ul style="list-style-type: none"> ○ Unprepared for class ○ Mistreatment of property ○ Refusal to follow directions ○ Refusing to work <p><u>Respect:</u></p> <ul style="list-style-type: none"> ○ Name-calling/put-downs ○ Defiance ○ Dishonesty ○ Inappropriate comments 	<ul style="list-style-type: none"> ○ Throwing rocks/snowballs ○ Spitting/inappropriate contact of bodily fluids <p><u>Ownership:</u></p> <ul style="list-style-type: none"> ○ Lying ○ Swearing <p><u>Achievement:</u></p> <ul style="list-style-type: none"> ○ Cheating ○ Destruction of property ○ Leaving class <p><u>Respect:</u></p> <ul style="list-style-type: none"> ○ Defiance towards an adult ○ Stealing (non-valuables) ○ Minor vandalism <p>Chronic Level 1 Behaviors: Demonstrating level 1 behaviors 3x week (Students with 3+ level 2 behaviors in a term will not participate at the end of term activity)</p>	<ul style="list-style-type: none"> ○ Bringing weapons, using items as weapons ○ Bringing or using illegal substances ○ Vandalism ○ Showing severe defiance or assaulting others ○ Using obscenities ○ Stealing ○ Fighting (causing bodily harm to another student) ○ Aggressive contact that leaves a mark on another student <p>Chronic Level 2 Behaviors: Demonstrating level 2 behaviors 3x week/consider behavior plan. (Students who have an office referral for the term will not be able to participate at the end of term activity)</p>
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Skateboards, Scooters, Heelies, Rollerblades, Bicycles

For safety, skateboards, scooters, heelies/roller shoes, rollerblades, bicycles, and skates should not be ridden/worn on school grounds or inside the school. When entering the school building, please carry these items to class. *No riding of skateboards, scooters, skates, heelies/roller shoes, or rollerblades in the building.* Students riding their bikes to school should walk them while on school property and **chain/lock them to the rack** in the enclosed bike area. **Orchard Elementary is not responsible for any personal property which is lost, stolen, or vandalized.**

Student Check-Out

Picture I.D. must be provided every time a student is checked out early. School attendance is extremely important. When a child misses school, even a few minutes, they miss valuable instruction that cannot be made up. Avoid checking your child out of school if at all possible.

Please try to arrange doctor, dentist, lessons, etc., outside of school hours. We understand that sometimes this cannot happen. We just ask that you please do your best to avoid pulling your child out of school early or coming late. If you do need to check your child out of school, please come **into** the office to check your child out of school. **Do not call ahead of time and ask us to get your child out of class.** This causes extreme disruption for the entire class. Please send a note ahead of time with your child to give to the teacher. Then, when you arrive, we will call your student down. **Please have your identification ready.** **Students will not be checked out by anyone without appropriate I.D.** For your child's safety, the school will not release a child to anyone whose name does not appear on the registration card and does not have the proper identification. **This is a must for everyone.**

Vandalism

We need your help! Please protect your school by reporting any loitering, weekend parties, and fights, motor vehicles on the lawn, broken sprinklers, or individuals harming the building or grounds. **Please call** if you see, find, or suspect vandalism.

Granite Security	801-481-7122
West Valley Police	801-840-4000

Visitors / Volunteers

Please go directly to the school office, sign in, and get a visitor pass.

Visitors are welcome at Orchard Elementary with prior permission from your child's teacher. Interaction with educational guests promotes a positive influence on children's learning. **ONLY ENTER THROUGH FRONT DOOR,** and please do not disturb teachers during class time. Salt Lake County Ordinance section 10.32.010 states, "Public access to all school facilities is restricted." We also follow the Granite School District Policy, which states:

Any visitor who wishes to visit the school for any reason **MUST** sign in at the main office. Please note that signing in could take 2-3 minutes. Please plan accordingly. Every person visiting must sign in and wear a badge.

If you are volunteering in a classroom, you must follow the above-stated visitor procedure. Please note that you may not have small children with you when working with our machines (copy, riso, cutting,

binders, etc.). For safety reasons, only adults will be allowed in teacher-designated workrooms. **We ask that if you volunteer in our school or in the classroom, you make other arrangements for your young children.**