

The Patriot Way



Be Responsible

Be Respectful

Be Safe

Be a Positive
Leader

Parents, Students and Plymouth Community,

Welcome back to another exciting school year. Please feel free to come and visit the school and your student's classroom teacher.

If you have talents you would like to share with Plymouth, sign up as a volunteer. We can always use your help.

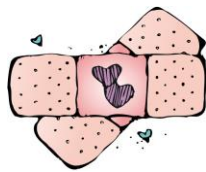
Again, it's nice to see new and old faces. As always, if you have any questions or concerns, feel free to come to the office or call to make an appointment (385) 646-4978.

Please get a visitor's pass at any time when you're visiting school grounds. Please prearrange with the classroom teacher when you will be visiting the classroom.

Plymouth Policies

Accidents and Illness at School

If a student is injured on the school grounds, and the injury is of a serious nature, parents will be notified and asked to pick-up the child for their own observation or examination. Parents will be notified promptly of all major injuries INCLUDING ANY HEAD INJURY.



The school staff is allowed to administer only minor first aid. Students involved in minor accidents (skinned knees, etc.) will be cared for by school personnel. The wound can be cleaned with soap and water, but no medication can be placed on the wound. Wounds will be covered with a bandage. Please check the wound when your child gets home.

In the event of a more serious accident or illness parents will be notified by school personnel. **Please be sure that the work, cell, and emergency numbers on the registration card are always current so we can reach you in the event of an emergency.** If parents cannot be reached at home or work, the person designated as the emergency contact on the registration card will be notified. If neither parent nor the person designated as emergency contact can be reached, the principal will decide what action to take, and may, depending on the situation, call for paramedic assistance. In all cases, a diligent effort will be made to notify parents. The student may be released only to persons listed on the registration card unless prior arrangements are made with the office staff.

The majority of our school year takes place during the winter, and winter colds and other illnesses are a common problem during this time. We do not want your child to miss school, but students should be kept home if they exhibit any of the follow symptoms or illnesses:

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- Fever
- Hand, Foot, Mouth
- Measles
- Mites and lice
- Recurring diarrhea and vomiting
- Strep throat

- Chicken pox
- Ear infections
- Conjunctivitis/Pink eye
- H1N1 flu virus

As recess is a normal part of the school day, please do not send your child back to school until he or she is well enough to dress appropriately and participate in outdoor activities. If the student becomes ill during school, the parent will be contacted by the school and the child will be brought to the sick room. Parents will be asked to take the child out of school.

Arrival and Departure Time

For safety reasons, students are asked not to arrive at the school prior to 8:50 AM nor depart later than 3:50 PM. Assistance is available 10 minutes before school and 10 minutes after school if students have emergency needs. A student needing assistance should immediately go to the office. When weather is extreme, students will be invited into the multipurpose at 8:50.



Assemblies

Students are expected to follow the Plymouth Way during assemblies, by showing respect to the performers. All students should enter and exit quietly. Listening show good manner and respect for our assemble performers, as well as applauding appropriately.

Attendance Policy

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

According to the **Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105)** parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons which are acceptable to the school and courts, such as sickness, medical appointments, family emergencies, or a death of a family member or close friend. Please send a note to school following an absence explaining the reason for your child's absence.

The District Attendance Policy states:

1. Seven or more days (equivalent class periods) of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences.
2. After five or more days (or equivalent class periods) of unexcused absences within a school year, the school will mail the student/parent a Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy. Please

note, a student must be in attendance **4/7th of a school day to receive** credit for one full day.

3. After 10 days (or equivalent class periods) of unexcused absences within a school year, the school will mail the parents a Habitual Truancy Notice/Pre-Court Hearing. The Habitual Truancy Notice requires the parents to appear at a Pre-Court hearing. Schools may assess students and parents a \$48.00 truancy fine.

Bad Weather

Children will be allowed to stay in the school building if the weather is rainy, too cold, or windy. Recesses will be supervised by teachers and aides. If the weather is bad when children begin arriving in the morning, they are to come in and sit in the multipurpose room in their assigned location until the bell rings. Children are expected to come in quietly and behave appropriately while waiting for the bell.

Bicycles/Scooters/Any Wheels

Students are welcome to ride their bikes, scooters or skateboards to school. For the safety of all, bicycles, skateboards, roller blades, heelys, and skates may not be ridden or worn on school grounds during school hours or at after hour school functions. Once on school grounds, children must dismount and walk their bikes, scooters, or skateboards to the racks within the cage. Students are to lock their individual items in the racks provided. Each year one or two students have their bikes stolen here at school. In most cases, these items were not locked. Plymouth does not assume any responsibility for loss, stolen or damaged bicycles, scooters or any wheeled item or other personal property. Bike registration is available through city/county law enforcement agencies. Scooters, skateboards, and bikes are not allowed on the bus.



Due to the limited space in classrooms, bikes, skateboards, roller blades, skates, and heelys, should not be brought into the school. These items may be left in the bike rack at your own risk. **Heelys are not to be worn to school at any time.**

Birthdays and Special Occasions



We recognize that birthdays and other special occasions are very important to children and parents. However, celebrating at school is not appropriate. Instructional time is very important and critical for student

achievement. Bringing flowers and balloons to school is disruptive to the learning environment and is not allowed. If these items are delivered or brought to school, the office will give them to the student at the end of the school day. It is acceptable to bring commercially packaged treats for all of the students in the classroom. They will be distributed at the classroom teacher's discretion.

Breakfast and Lunch Program

Lunch money is to be paid in advance. We are sorry, but District



policy will not allow students to charge lunches, so please ensure that your child has paid lunch money or brings a sack lunch to school.

Money will be collected by the school every Monday. A family may send one check for multiple children made out to Plymouth Elementary School. To facilitate our bookkeeping, please put each child's name on the check or envelope. Please plan ahead and participate in Monday's collection. However, money may be sent on other days as well. Regular nutrition is essential for success in school, and all children deserve healthy meals.

School breakfast is served in the classroom each morning at 9:00 a.m.

The school breakfast and lunch program is a federally subsidized program that meets the highest nutrition standards. **Free and reduced lunch applications are available in the school office and we encourage you to apply.** If you have any questions regarding lunch payments, please call Mrs. Michaelis at (385) 646-4978 Monday – Thursday from 8:30 AM until 1:30 PM.

Lunch:

- Reduced price .40¢ per day(\$2.00/week)
- Full price \$1.50 per day (\$7.50/week)
- Milk price .30¢ per milk
- Should a visitor choose to join us for lunch, adult lunches are \$3.35 per day.

Bullying, Cyberbullying, Harassment, Hazing and Similar Offensive Conduct

Bullying, cyberbullying, harassment, hazing, and other similar offensive conduct is against the law. At Plymouth, we take bullying seriously. If someone is being a bully to you, use SWAT (Stop, Walk, and Talk). Under SWAT, if you are being bullied, tell the bully to stop. If the bully does not stop, then walk away. If the bully does not stop after you have walked away, then talk to an adult.

Bullying, cyberbullying, harassment, hazing, and other similar offensive conduct is also prohibited. Generally, this type of conduct includes an intent to cause distress or harm; involves a relationship with an imbalance of power; and includes repeated acts (or one serious act) of violence, intimidation, humiliation, or social isolation. Offending conduct can be physical, verbal, or written and may come in the form of social pressure, criticism, disrespectful behavior, or excluding others from an activity intentionally. Conduct may be intended as retaliation toward another person, which is also prohibited. Offending conduct may be obvious or subtle and it can include enlisting another person to commit the prohibited actions. Offending conduct can also be considered discrimination if the conduct is based on a person's race, gender, or some other protected classification.



Reporting and Correcting Offending Conduct

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

- you can talk to your principal, teacher, or another employee at the school;
- you can leave a message in “Buddy Boxes” or deliver it in writing to the office;
- you can call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- you can use the SafeUT application on your phone or your parent’s phone;
- you or your parents can report to the District by calling the School Accountability Department: (385) 646-4510;
- you or your parents can report to the District by calling the Educational Equity Department: (385) 646-4205;
- you or your parents can report to the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204.

Administrators will investigate all reports, make corrections, and work to prevent further misconduct. School officials shall notify parents of incidents involving bullying, cyberbullying, hazing, retaliation, harassment, discrimination, or other similar conduct. Based on the severity of the conduct, students may receive discipline including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment. False reports or allegations are prohibited and may also result in discipline.

Copies of the District Policy are available upon request from Plymouth Elementary School or Granite School District Office. Refer to Utah State Law 53A-11a-201 and Definitions 53A-11a-102.

Cell Phones and Other Electronic Devices

Electronic devices may be useful for student instruction, but the same devices have the potential to disrupt the orderly operations of a school. Consequently, schools have the authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school-sponsored activities.

Using electronic devices to bully, harass, humiliate, or intimidate either students, employees, or patrons, will not be tolerated. Prohibited uses include but are not limited to the following: illegal activities, threats of any kind, discriminatory, abusive, or disparaging communication; any form of pornography or indecent content; solicitations or other inappropriate communications regarding sex or sexuality; and grooming. Students shall obtain consent before taking photographs or videos of other individuals.

Students who carry cell phones must keep them out of sight and turned off at all times. Students, who violate this policy during the school day, including recesses and lunch, will have the phone confiscated and parents will be required to pick the phone up from the office.

The use of electronic devices is prohibited in areas where there is a reasonable expectation of privacy such as bathrooms and locker rooms. Individuals shall exit these areas before using an electronic device, except in the case of a health or safety emergency. Electronic devices used in violation of this policy shall be confiscated and returned to parents/guardians, subject to administrative and criminal investigations.

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

Change of Address or Withdrawals

Please notify the school office of any change of address or telephone number. Having a current list of telephone numbers and email addresses is very important in the event of an emergency. We also need to be notified of plans to withdraw a student from Plymouth. All books must be accounted for before a final report card will be issued.

Checking Students Out

If your child needs to be checked out early during the school day, please take the following actions:

- Please call the office or send a note with your child to notify the school beforehand.
- Please enter through the front doors and check in at the office. The office staff will call your child from class to leave with you.
- **Please be prepared to show photo I.D. Students can only be checked out by those listed on their registration card.**
- Before you leave, please sign the check-out register located on the counter. Be sure to include the student’s name, time, and date of check-out.
- Your child can only be released to persons authorized by you on the registration card.
- **Students cannot walk home alone or meet you outside the school during school hours.** Please arrange to pick up your child in the office.
- **Students will not be excused from class the last 15 minutes of the day unless it is an emergency as this causes too much disruption to the class as they are ending their day.**

Citizenship Plan

Plymouth Elementary School takes a positive approach to citizenship development. We believe that students have the right to learn and teachers have the right to teach. We expect all students to behave appropriately and support the teaching/learning process.



Dining Hall Procedures

Students are expected to have quiet voices and calm bodies while in the lunchroom. Students are to sit on their pockets facing into their assigned tables. When finished eating, students are to clear their trays and garbage and return to their tables until dismissed.

Discipline Policy

School Expectations are:

- Be Safe**
- Be Responsible**
- Be Respectful**
- Be a Positive Leader**

It is our desire at Plymouth Elementary to provide a safe learning environment for our students. Therefore, behavior which threatens the personal safety of student or staff, or which prevents teachers from teaching and any student from learning is not tolerated. School expectations focus on creating this safe learning environment. Students who violate these expectations are subject to disciplinary action. Expectation, consequences and rewards are in force when students are involved at ANY school sponsored activity. We expect all individuals on school grounds to abide by the school expectations.

"Stop and Think Forms" and "White Slips" are currently being used as part of the school-wide discipline plan. "Stop and Think Forms" are issued by the teacher and "White Slips" are issued by the administration according to the discipline plan." Stop and Think Forms" and "White Slips" are issued for infractions to the school's discipline plan policy.

Students who follow the school's discipline plan will earn rewards such as "Patriot Stamps", "Patriot Stars", and "Principal Club."

*See pages

Dress Code

Proper dress and grooming are essential for sanitation and safety, to encourage positive behavior, and enhance student achievement. Student dress should be weather appropriate, modest, clean, and safe. Suitable clothing should be worn for going outside at recess, giving children the opportunity to get exercise, fresh air, and a break from classroom activities. On snowy days, please send your child dressed for winter play: gloves, hats, coats, etc. In case of extreme weather (pouring rain, high winds, bitter cold) students will be kept inside. Garments that may NOT be worn to school include:

- Spaghetti strap tops (straps of 2" or less)
- Bare midriff or see-through tops
- Low cut - revealing tops
- Short shorts (no shorter than 4" above the knee)



- Sagging or bagging pants
- Clothing with inappropriate language or illustrations (tobacco, alcohol, drugs, sexual pictures, etc.)
- Body shirts – low cut armpits, etc.

Also not allowed because of the distraction it causes and attitude it brings to the educational setting in the classroom:

- Lip, tongue, nose, and eyebrow rings, tattoos, and unnatural colored hair. This includes everyday throughout the year.

In the interest of safety and good hygiene, proper footwear should be worn at all times. Flip-flops and other open-toed shoes are not recommended and if students choose to wear them they do so at their own risk. Students are not to wear hats of any kind within the building except on theme days promoted by the school. Appropriate baseball caps may only be worn outside on sunny days with the rim facing forward.

Parents, volunteers, and staff must follow the dress code while they are on school property and will be asked to leave if they do not comply.

Drug and Alcohol Policy

The illegal use, possession, distribution, or sale of alcohol, tobacco, or controlled substances by students is prohibited in all Granite School District schools, on school grounds, at school-sanctioned activities, or when students are being transported in vehicles dispatched by the district.

In order to comply with Granite School Board policy and Utah State Law, the Granite School District has established the following:

Alcohol and Other Drug Policy

Granite School District prohibits any illegal use, possession, distribution, sale or being under the influence of alcohol, controlled substances or intoxicants of any kind, while on school property.

- The illegal use, possession, distribution or sale of drug paraphernalia on school property or while engaged in or attending a school activity is prohibited.
- It is illegal to manufacture, possesses with intent to distribute or sell an "imitation controlled substance."
- It is a violation for any person to knowingly and intentionally be present (resorting) where any controlled substances are being used or possessed on school grounds or school activities where use is open, obvious, apparent, and not concealed from those present.
- Possession of paraphernalia, imitation controlled substance, or resorting shall be reported, but may be dealt with on the local level. Third violations will be referred to Student Services and may involve alternative placement.
- All violations of Granite School District Alcohol and Other Drugs Policy are cumulative in grades K-6, 7-9, and 10-12, and should be recorded on the "Record of Student Use of Alcohol and Other Drugs" form and distributed accordingly and reported to appropriate law enforcement personnel.

- The possession of tobacco for students under the age of 19 is against Utah State Law. Violators are dealt with by the Juvenile Court as “status” offenders under the criminal code and not under the controlled substance act. Therefore, violators in schools, at school activities, or on school grounds will be issued citations by the school administration, staff, and/or law enforcement authorities and subsequent juvenile court action may be taken.

Copies of the complete Granite School District Alcohol and Other Drug Policy (Administrative Memorandum #95) are available upon request from Plymouth Elementary School or Granite School District Office

Disciplinary action independent of any court action will be taken by appropriate Granite School District personnel for students violating the District Alcohol and Other Drug Policy. Students found in violation of the policy are subject to disciplinary actions including automatic law enforcement referral, automatic suspension, parent conference, and counseling.

Field Trip

Field trips are a valuable part of every student’s educational experience and are planned to complement the Utah Core Curriculum. A completed field trip form must be returned to the school prior to students participating in each field trip. Parents will receive advance notice of all field trips as they are planned. **No child will be allowed to attend a field trip without a permission slip.** Students are expected to follow all bus regulations and Plymouth Elementary School expectations while off campus. ***Students may be denied field trip privileges for misbehavior.*** This decision will be made by your child’s teacher and the principal.



We appreciate parent chaperones. Nevertheless, space is often limited and long-range planning is required to set up field trips. For this reason, please communicate your desire to attend a field trip well in advance. Your child’s teacher will contact you, and every effort will be made to accommodate you as a chaperone. ***School policy does not allow you to bring young children with you.*** Due to liability, parents should not drive to and/or from field trip destinations without following the guidelines and rules of Granite School District Policy.

Food and Gum

All food and drinks are restricted to the cafeteria unless otherwise authorized by the teacher. Students are **NOT allowed to chew gum** in the building or on school grounds. According to the Board of Health regulations, no homemade foods of any kind may be distributed. Food must commercially packaged or prepared in a commercial kitchen.

Homework

Homework no longer counts toward the final grade; however, it is still assigned as independent practice through which students receive feedback from the teacher on progress toward mastering the related course standards. Some students may choose not to complete the homework. In a proficiency-based grading system a student who has not demonstrated understanding of a standard (and/or is not satisfied with their current assessment scores) can improve their scores on the future assessments by taking advantage of the independent practice and targeted teacher feedback on it.



Two of our reinforcing practices state...

- Teachers create frequent opportunities for students to demonstrate concept mastery.
- Teachers utilize a multitude of evidence in multiple modalities to determine a student’s level of proficiency: assignments, observations, portfolios, assessments, products, discussions, projects, performance tasks, etc.

HOW ARE STUDENTS MOTIVATED TO COMPLETE HOMEWORK IF IT DOESN’T ‘COUNT’?

Parents and teachers can help motivate students by discussing the purposes of independent practice/homework. Final grades should communicate learning that has occurred after opportunities are provided to practice and improve. The goal is that students can demonstrate high levels of understanding by the end of the grading period on the standards which have been taught. Some students master standards quickly and require very little practice, while other students require multiple opportunities to master standards with differing levels of teacher support. Parents can also help students understand that the role of practice in learning course standards is similar to practice in sports or music. The reward is the final game and/or performance; student athletes/musicians are not rewarded after every practice. It is important for parents and teachers to have these conversations with students as they begin to rethink the purpose of homework.

In most academic areas of the curriculum, students will have adequate time during the school day to complete assignments. However, it will be expected that incomplete assignments at school will be taken home and completed before the following school day. Some activities will be assigned specifically as homework for practice.

Special reports may be required from time-to time. Parent assistance is most helpful on these reports.

We encourage parents to spend time each day with their student reviewing school assignments. We hope that parents will encourage their students to read extensively, setting aside a regular reading period each day. Kindergarten- 2nd

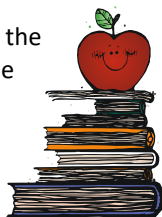
grade students should read for 20 minutes nightly. 3rd - 6th grade students should read 30 minutes nightly.

Kindergarten and Immunizations

Students entering Kindergarten must turn five on or before September 1, 2019. All Kindergarten and other children coming to Plymouth Elementary are required to show proof of immunizations. If there is an outbreak of a particular disease, students whose immunizations are not current will be excluded from school until the health department determines that it is safe for them to return to school.

Library Check Out

Children are encouraged to check books out of the school library. These books may be taken home for home use. Children and parents are responsible for all books checked out and the books are to be returned on time and in good condition. If not, children and parents are responsible for paying to replace the book.



Lost and Found Items

Articles of clothing, backpacks and other large items left on the school grounds will be placed in the Lost and Found area located in the hall by the front doors. Smaller items such as jewelry, eye glasses, and wallets are turned into the front office. To avoid having your child's clothing be among the many items of clothing left in the Lost and Found each week, please write your child's name on coats, backpacks, and sweatshirts. If your child has lost something at school, have him or her check the Lost and Found regularly. Abandoned items will be donated to charity several times during the year.

Medication

All medications - including cough drops, aspirin, etc. - must be kept at the office. In accordance with Utah Law (53A-11-601), prescription and non-prescription medications can only be administered under ALL of the following conditions:

1. Obtain a "Permission to Administer Medication" from at the school office. The student's parent or legal guardian signs this form and takes it to the child's doctor.
2. The "Permission to Administer Medication" form is completed and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.
3. The "Permission to Administer Medication" form and medication is brought to the school office by a parent in the original container labeled with the *child's name and correct prescription dosage*.

Moving

Please notify the school in person before you move from the area. If possible, give at least two days notice. A withdrawal slip must be prepared. All school materials, texts, and library books must be turned in or paid for before a withdrawal slip can be issued and student records released.



Student's cumulative file will then be sent to the new school once requested by the new school. These records cannot be hand carried by parents.

P.T.A. and School Community Council

The Plymouth PTA is very active in supporting and encouraging the success of all our students. The success of the PTA depends on an active and large membership. All parents and teachers are invited, and encouraged, to join and become active participants.



The School Community Council is a committee made up of teachers, parents, and administrators. They make decisions concerning projects and programs at Plymouth. If you would like to participate, please talk with your child's teacher. The Community Council meets monthly.

Pets

Students should keep their pets at home except when permission has been obtained from the child's teacher for a brief visit. Parents should always accompany and monitor the pet.

Please keep pets locked in your yard or house to prevent them from following students to school. Animals found on school grounds are reported to and picked up by the county Animal Control.



Picking Up and Dropping Off Students

- Parents picking up students should only pick them up in front of the school, in the pick-up area of the loading zone.
- Use the north entrance only to access the loading zone.
- There is NO PARKING in the loading zone. Please remain in your vehicle.
- Please pull as far forward as possible in the loading zone (pick-up area) when dropping off or picking up your student.
- Once you have picked up your student proceed to the "thru lane" to keep the line moving.
- If your student is not there when you arrive at the pick-up area, please pull through to the "thru lane" and circle back around through the north entrance until your student arrives.
- The bus entrance is for school buses and day care buses ONLY.
- **NO** students should be dropped off or picked up on the North side of the building.
- Parking for parents is in front of the school, the parking on the North side of the building is for Faculty ONLY.

Proficiency-based Grading

Plymouth is using proficiency-based grading (PBG). Grades are intended to communicate progress toward mastery of articulated course content standards to students and parents. They are intended to indicate at a prescribed moment in time what a student knows and is able to do with respect to course objectives that have been explicitly taught. They encourage the student to act on feedback and the teacher to adjust and individualize instruction.

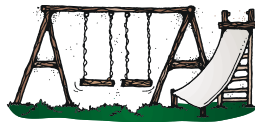
REINFORCING PRACTICES OF PROFICIENCY-BASED GRADING

- Issues of student behavior, participation, punctuality, work timeliness and effort are reflected in a citizenship grade rather than an academic grade.
 - “Extra credit” is not included in the academic grade.
 - Teachers create frequent opportunities for students to demonstrate concept proficiency.
 - Teachers utilize a multitude of evidence in multiple modalities to determine a student’s level of proficiency: assignments, observations, portfolios, assessments, products, discussions, projects, performance tasks, etc.
 - Homework is meaningful independent practice which requires time and effort outside the classroom and has an articulated purpose tied to content standards but is not scored.
 - Points are not deducted for reasons other than a student’s lack of academic proficiency.
-
- Classroom assessments tie directly to specific content standards and objectives.
 - Gradebook is updated regularly to prompt learning and increase proficiency in content standards.

Report cards are issued at the end of each term.

Recess

Recess provides a needed break for children and teachers from classroom activities. It provides time to exercise and socialize. All children are expected to participate outside for all recesses. During the cold weather student must dress appropriately. If there is inclement weather, a supervised inside recess will be held.



Safety To and From School

Parents are responsible for the safety of their children as they travel to and from school. Please take time to instruct your child on the importance of using the available sidewalks, painted crossing areas, traffic signals, and obeying safety patrol and crossing guards.



It is important for children to walk with friends and have a regular meeting place before and after school. All children need to use their grade level entrances and exits, and plan to meet their siblings and friends at a predetermined place on the school grounds.

Granite District does have a Safe School Policy which addresses conduct away from school grounds. Article IX3. Safety Violations states the following:

School Safety Policy

“Students act of or criminal behavior that place any person in imminent danger are prohibited at Granit School District schools, on school grounds, to and from school, at school-sanctioned activities, or when students are being transported in vehicles dispatched by the district. Behavior creating imminent danger will be referred for law enforcement investigations.”

Granite District does have a Safe School Policy which addresses conduct away from school grounds. Article IX3. Safety Violations states the following:

Prohibits the following:

- Threats if acts of violence
- Possession of a real weapon, explosive, noxious or flammable material, actual or threatened use of look-alike weapons
- Any type of gang activity
- Criminal Behavior
- Conduct at locations away from school that threatens or does harm to the school persons associated with the school
- Destruction or defacement of school property
- Willful disobedience or persistent defiance of authority

VIOLATORS of this policy may subject themselves to the following:

- Mandatory parent/guardian conference with school or district authorities
- Suspension from school
- Law enforcement investigation
- Placement in an alternative program
- Other consequences and actions appropriate for the specific circumstance

Copies of the School Safety Policy (Administrative Memorandum #106 are available upon request from Plymouth Elementary School or Granite School District Office.

The following expectations should be adhered to for a safe-school environment:

- No hard balls or bats – wood or metal
- No tackle games of any kind
- No wheels except for bikes, which are to be locked up on school grounds
- No snowballs—snow stays on the ground
- No toys or equipment from home without the teacher’s permission
- No playing in the parking lots
- No swearing or fighting

Safe Walking Route

View the safe walking route for Plymouth at:

www.snapforschools.com/Map_view.aspx?EntityID=413

School Bus

The following are rules for riding the bus to and from school:

- Students being transported are under the authority of the bus driver
- Students will remain seated while the bus is in motion
- Students may be assigned seats by the bus driver
- Students should be at the bus stop at least five minutes before the bus is due to arrive
- The bus driver will instruct students how to cross the road
- Students will not extend their hands, arms, or heads out of the bus windows
- Students must have written permission from a parent/guardian, signed by the principal, to get off the bus at a stop other than their own
- Students should converse in whisper tones; loud or vulgar language is not allowed
- Students will not open or close windows without the permission of the bus driver
- Students will not litter on the bus and will refrain from vandalism
- Students will be courteous to the bus driver, fellow students and passers-by
- No item shall be carried on the bus, which could create a hazard to any passenger; including, but not limited to animals, scooters, skateboards, skis, glass objects, etc.



Students who refuse to promptly obey the directions of the bus driver, or refuse to obey regulations, forfeit their right to ride the bus.

School Security

We need your help! Please protect our school by reporting any loitering, weekend parties, fights, motor vehicles on the lawn, broken sprinklers, or individuals doing harm to the building or grounds. Thank You!

Plymouth Elementary (385) 646-4990 - 8am-4pm

Granite Security (801)481-7122 - after hours

Sexual Harassment and Harassing

Granite School District is committed to providing in each school a safe, orderly environment where students, staff, parents, and all other people are treated with courtesy and respect. Any form of sexual harassment or harassing by staff, students or others, including any inappropriate verbal, written, or physical conduct as defined below, is strictly prohibited. Violators of this policy will subject themselves to investigative and disciplinary procedures.

Definition of Sexual Harassment:

- Any verbal, written, or physical conduct of a sexual nature, which has the purpose or effect of creating an intimidating, hostile, or offensive environment.

- Any suggestion, request, demand, or pressure for sexual involvement, accompanied by implied or explicit threat concerning one's grades, extracurricular standing, job, etc.

Sexual harassment by students must be reported to a building administrator. Parents of any students involved must be informed immediately.

Consequences: Following a thorough and fair investigation, students who have violated this policy may face:

- Mandatory parent/guardian conference at school and/or district offices.
- Suspension from school
- Referral to law enforcement.
- Placement in alternative educational programs.
- Other consequences and action steps appropriate for the specific circumstance.

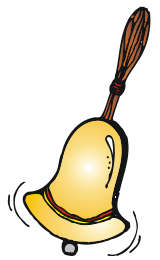
How to Report Sexual Harassment

1. If something bothers you or makes you feel uncomfortable, let that person know.
2. If it continues, tell someone like a teacher, friend, parent etc.
3. If it continues still, (severe and persistent) tell a counselor, teacher, parent and the Principal.
4. Law enforcement (police) **will** be called to investigate at this point.

Copies of the District Policy are available upon request from Plymouth Elementary School or Granite School District Office. Refer to Utah State Law 53A-11a-201 and Definitions 53A-11a-102.

Tardy Students

In order to benefit from school time, students must be on time each day. School work begins promptly at 9:00 a.m. A warning bell will sound at 8:55 a.m. Any student who comes after 9:05 a.m. is considered tardy. Habitual tardiness will be regarded as a violation of school expectations. When a student has been tardy seven times within a quarter, the student will receive a white slip and recess detentions.



When a student is late at the beginning of the day, he/she needs to report to the office before being admitted to class. In setting up our policy concerning tardiness, we considered the following items:

1. When children are late coming to class, it causes a disruption of the class.
2. It takes additional teacher time to explain or catch the student up with the rest of the class.
3. It is the parent's and the student's responsibility to be here at the proper time.

Telephones

With the amount of business and the need to reach patrons, it is essential to keep personal phone calls to a minimum. The phone may be used for emergencies.



To make a phone call a student must get permission from his/her teacher and use a phone pass. Students will not be called out of class to talk on the telephone.

After school arrangements need to be made at home before students leave for school. For example, students will not be allowed to call to see if they can play over at a friend's house after school. These arrangements need to be made before school.

Thursday Folders

Our school will use Thursday Folders for the majority of communication to the parents. Expect a school folder to be brought home by your child on Thursday (or Wednesday on short weeks). Inside the folder are all notes informing parents what is happening at Plymouth Elementary. Please review these with your child and write them on your calendar. Have your child return the folder to his/her teacher the following day. We hope this is a process that will be helpful to your family.

Toys and Other Items Brought from Home

Plymouth does not assume financial responsibility for loss or damage to personal property brought from home. Toys, fidget spinners and other neat things should be left at home.

Items deemed by school personnel to be disruptive to the learning/safety of students will be confiscated. ***Items confiscated from students will be available to parents, but will not be released to students.*** It is the student's responsibility to notify parents of confiscated items.

Visitors

Parents are invited and welcome to visit our school. Salt Lake County ordinance requires all visitors to stop at the front office to make their presence and purpose known. This ordinance is in place **to protect the safety** of students and staff.

A Visitor badge will be issued to all visitors after scanning a valid ID into our school gate guardian system. This system is used to do a general background check on all potential visitors. No one is allowed in the building without a visitor badge or district issued access badge. Upon approval via school gate guardian visitors will then be buzzed through to the main building. Personal identification is required to enter the building or check out students.

It is Granite School District policy that the following people may not attend school with your child, visiting relatives or friends.

Volunteers

Parents and community members are encouraged to volunteer and participate in the educational process at Plymouth Elementary. The benefit to our children and our

school is immeasurable. Please consider the impact and the difference you can make as a volunteer at Plymouth Elementary.

In order to volunteer at Plymouth Elementary for field trips, class parties or any other activities where there will be unsupervised access to students, a background check will need to be completed first. The cost of the background check is \$45.00 (subject to change). All interested must fill out a volunteer application online at the granite school district and then proceed to human resources at the granite school district offices (2500 S. State Street).

Weapons Hotline

Any weapon at school puts you and your friends in danger. If you know of a weapon at school, **report it!** Tell someone or contact the **WEAPONS HOTLINE 801-481-7199 or text 801-664-2929**. All contacts are confidential.

Encourage Appropriate Behavior

Stars for Applause Procedures

What is an Awesome Patriot Stamp?

Patriot Cards are a Tier I strategy to reinforce our students for following the Patriot Way. An Awesome Patriot Stamp is an incentive for student to follow the School Expectations (The Patriot Way). The purpose of the Awesome Patriot Stamp is to promote positive interactions with students by all staff members and acknowledge kids for great behavior. Staff members may acknowledge any student with an Awesome Patriot Stamp for doing a great job with any of our school expectations around respect, responsibility, safety, positive leadership. Students can earn stamps from any staff member in the building and in any location. As students fill a Patriot Card, they will turn it in to the office for prizes.

How do students earn Awesome Patriot Stamps?

Staff members give out Patriot Stamps throughout the school day to the student they feel are following the School Expectations (The Patriot Way). This is a very special acknowledgement. Students should earn 2-3 stamps daily for following the Patriot Way. The students who earn 3 would be students that follow the Patriot Way at all times. Earning stamps is for following the expectations consistently. Avoid giving ALL students in a class a stamp, if the whole class is following the Patriot Way reinforce with your class reward system.

What do students do with Awesome Patriot Stamps?

Students collect the Patriot Stamps on their "Patriot Card" to earn rewards.

What is a Patriot Card?

A Patriot Card is like a Bingo card with 42 squares. Once the card is full the student turns the card into the office to select a reward. Each time the student turns in a card the color

changes so the reward increases with each card. If a student loses their card, they start over on white.

What do students get for filled Awesome Patriot Card?

Students get recognition by a staff member or teachers, praise from office staff when they turn in their card. A reward will be chosen by the student based on their color of card turned in. A new color card will be awarded to the student.

What is a Blue Patriot Star?

A Blue Patriot Star is an incentive for classes to work together to follow "The Patriot Way" (the School Expectations).

When do I give Blue Patriot Stars?

Give a Blue Patriot Star when you see an entire class following "The Patriot Way" (the school expectations). Blue Patriot Stars may be award to other classes but you may not award them to your own class. Example – You see a class walking quietly down the hallway . . . you can give them a Blue Patriot Star and acknowledge them for being so respectful.

What does a class get for Blue Patriot Stars?

Classes get positive acknowledgement and reinforcement for receiving a Blue Patriot Star. For every 30 Blue Patriot Stars, the class will receive a mystery motivator prize. At 100 they will have a special Hundred Celebration that the class will choose from a "Hundred Menu" of rewards

What is a Golden Patriot Star?

A Golden Patriot Star is a super special acknowledgement that a guest teacher CAN give to their own class at the end of the day if they had a wonderful experience with their class. Please attach one with your lesson plan. They are worth 5 Blue Patriot Stars and HIGHLY COVETED! The guest teacher will sign it and turn it into the office when they return the keys. These will be given to administration to be announced the following day. Administration will give return them to you to post with your Blue Stars.

Principal Club Lunch

Every other Monday you will send a student with their postcard to the Principal Club lunch table. They will be eating lunch with administration. This will begin on the first Monday in September. That is the 8th of September. This can be for any reason a teacher feels a student needs recognition for the academics, behavior or anything else.

Why are we doing this?

We are doing this to teach our students the School Expectations (The Patriot Way) of Being a Positive Leader, Respectful, Responsible, and Safe in all setting of our school. Also, we want to reward students for positive behavior and encourage other students to rise to the occasion and follow suit.

The expectation is that all staff and guest teachers use **Awesome Patriot Stamps** to acknowledge individual students and **Patriot Stars** to recognize entire classes exhibiting positive behaviors. All you have to do is carry and distribute **Awesome Patriot Stamps** and **Patriot Stars** throughout the school day in multiple settings. We suggest teachers and staff give out at least 2-3 with a maximum of 5 in August and September **Patriot Stamps** a day and a few **Patriot Stars** if you see the opportunity. Praise (be specific) those students that earn an **Awesome Patriot Sticker/Stamp** and encourage those who don't! Little actions add up! Remember...

- **Awesome Patriot Stamps** – recognize individual students
- **Blue Patriot Stars** – recognize entire classes, except your own
- **Golden Patriot Star** – recognize your class at the end of the day for a wonderful experience by a guest teacher.
- **Patriot Card** – recognize individual students for continued positive behavior

What Happens When You Don't Follow the School Rules?

The goal of Plymouth Elementary' s school-wide management plan is to teach students appropriate behavior for school. Moreover, the intent of the following consequences is to redirect students toward that appropriate behavior:

- **Classroom Consequences:**
 - **Warning** – Student will receive a warning.
 - **Seat-away**– Student will receive a five-minute in-class timeout.
 - **Stop and Think** – Student will have a fifteen-minute time away to another class, and fill out the grade-appropriate time away form.
 - **Stop and Think 2 with Infraction Form** – Student will receive an infraction form and possible referral to the office. Any students referred to the office on account of chronic minor misbehavior should be sent with their time-away form.
 - **Office Referral** – Administration will contact parent and determine a consequence
- **Infraction Form** – Notification of inappropriate behavior sent home to the parent via email or with the student.
- **Lunch Detention** – Administration will assign Lunch Detention as appropriate. Lunch Detention is a time-out served by the student during lunch where the student eats lunch in the office area.
- **School Service** – Administration assigns school service to students for school property defacement and for other inappropriate actions as necessary. School Service takes place during a student's recess

and is supervised by the school's head custodian or the recess duties.

- **Recess Detention** – Students miss the very next recess after a recess of inappropriate behavior.
- **In-school Suspension** – Administration assigns half-day and full-day in-school suspensions as necessary to students for repeated inappropriate behavior. Students serve in-school suspension in the main office area.
- **School Conference** – Administration or teacher contacts parents for a school conference to design a behavioral intervention plan. The teacher(s), the principal, the student, and the parents attend.

