

Student Handbook



2014 - 2015

ARRIVAL AND DEPARTURE

Students are to arrive at school no more than five to ten minutes prior to the start of school unless they are participating in the breakfast program. At 8:00 AM, students may enter the northwest door (cafeteria doors) and go directly into the cafeteria for breakfast. Breakfast will be served until 8:30 AM. After they finish eating they are to exit through the same doors to go outside until school begins. The main entrance doors are limited to parents, patrons, and staff.

At the end of the school day, students are to leave the school grounds immediately unless they have pre-authorization for an after school event. Students are to leave the building by the door closest to their classroom. If older students need to pick up younger students, an outside meeting location needs to be pre-arranged.

ATTENDANCE AND TARDINESS

Regular and on-time attendance at school is a critical part of student success. According to the Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105) parents and students are responsible for regular school attendance. Please read the Granite School District Attendance Policy included in the first day packet. We ask that you also follow these guidelines regarding your child's attendance:

1. When your student is sick, please call the school office by 8:45 am at (385) 646-4984. When the student returns to school following an absence, a dated note signed by the legal guardian

should be sent explaining the student's absence.

2. Granite School District states "seven or more days of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences".
3. If your child has a medical condition that prevents him/her from coming to school, please provide a copy of the doctor's note. If the condition is long term, please contact the administration.
4. Extended vacations while school is in session are strongly discouraged; however, please contact the school administration if your child will be gone for an extended period of time.
5. **Please keep your guardian information updated and current for emergency purposes.**

The warning bell rings at 8:35 am. Students should be lined up outside ready to be picked up by their teachers. The school day begins at 8:40 am. Students who arrive after 8:40 am are considered tardy and must report to the office to obtain a tardy slip.

Redwood wants to help students feel good about coming to school everyday on time. We have developed a program for rewarding students for good attendance:

Weekly McDonald's reward lottery

End of the year: perfect attendance award

BICYCLES, SKATEBOARDS.
ROLLER BLADES, SCOOTERS

Students who ride bicycles to school should know the rules of the road and wear a helmet. Once on the school grounds, students will walk bikes to the bike rack and lock them up with their own locks. Due to limited space in the classrooms and in the office, bikes, scooters, roller blades, skates, skateboards may not be brought into the school. Redwood Elementary is not responsible for any personal property which is lost, stolen or vandalized.

CAFETERIA

Students are expected to show courtesy to others and maintain cleanliness in the cafeteria. Each student is responsible to take care of his/her own tray and litter during breakfast and lunch. Students who misbehave while in the cafeteria will be subject to school discipline.

CELL PHONES

Redwood Elementary understands the need for parents to request their child carry a cell phone for safety purposes. These cell phones must not be taken out during the school day. Phones must be on silent mode and should not be used. If phones are used, ring, or are visible, teachers will confiscate them. The phone will be returned only to a parent.

DRESS CODE

Redwood Elementary expects students to dress for success.

1. Skirts and shorts must be at least KNEE LENGTH.
2. All shirts must cover the shoulder and stomach completely. Clothes must not be sheer, see-through, mesh, or netted.

3. Gang related attire will not be tolerated at school. Redwood Elementary follows the district policy prohibiting the wearing of any gang symbol, picture, wording, hairdo, etc. recommended by the gang task force.
4. Pants may not be worn more than two sizes larger than the students' waist size. Sagging will not be allowed. Pants **MUST COVER ALL UNDER CLOTHING. NO PAJAMAS** (tops or bottoms) may be worn.
5. NO hats, scarves, bandanas, gloves or sunglasses may be worn in the classroom.
6. Students must wear proper shoes for recess and PE. **NO SLIPPERS.**
7. Students must maintain natural hair color. Any hairdo that may cause a disruption is not allowed at school.

Students who choose not to follow the dress code will have parents notified and/or will be sent home until proper attire is worn. **The administration reserves the right to modify the dress code as needed to ensure the safety of all students.**

GRANITE SCHOOL DISTRICT
DRUG AND ALCOHOL POLICY

The illegal use, possession, distribution, or sale of alcohol, drugs, or drug paraphernalia within 1000 feet of the school is prohibited. It is also prohibited for students to be where illegal drugs are possessed or being used. Students who violate this policy will be referred to law enforcement and the Granite School District for violation of the district's Drug and Alcohol Policy. For the

complete policy please refer to the Granite School District parent information booklet. **The administration and staff have the legal right to search desks, backpacks, coats, jackets or any other personal items when there is reasonable cause to do so.**

FIGHTING

When students disagree with one another, or have conflicts which need to be resolved, they should take such matters to the school psychologist, social worker, a teacher, or administrators. **Fighting is not allowed on campus, on the way to school or on the way home. All students involved in a fight (any student who pushes, kicks, or hits another student), regardless of who starts it could lead to an out-of-school suspension** and students will be put on a safety contract. More than one suspension for fighting may result in referral to the district on Safe School violation and/or referred to law enforcement.

FOLLOWING DIRECTIONS OF STAFF

Redwood Elementary supports student success and achievement. It is expected that students **“Follow the directions of all staff members the first time direction is given”**. Student safety, success, and well being require that all students follow this expectation.

KINDERGARTEN AND IMMUNIZATIONS

In compliance with Utah Law, students entering Kindergarten must turn five on or before September 1, 2009. All Kindergarten and other children coming to Redwood are required to show proof of complete immunizations. Students

whose immunizations are not current will be given a short window of time to get the required immunizations before being excluded from school.

LANGUAGE

THE USE OF FOUL OR ABUSIVE LANGUAGE IS NOT PERMITTED IN THIS SCHOOL. Students will receive school consequences for use of foul language. When foul language is directed at a staff member, the student will be in ISS (In School Suspension) or OSS (Out of School Suspension). Bad language shows a lack of respect for self and others, detracts from our school pride and demonstrates poor use of the English language by the person using this bad language.

LICE

Periodically, head lice are found on students at the school. Often, siblings are also affected. It is school policy to contact parents of infected students so they can be treated immediately for the condition. Once treated (including combing out nits, washing bedding, etc.), students must return to school. A letter is also sent home to students in classrooms of known cases so that all parents are alerted to check their own children for lice.

LOST AND FOUND

All clothing and large items found and not labeled will be placed in a box by the cafeteria doors. Smaller items may be claimed at the office. The items will be kept until the end of each month. At that time, non-claimed items will be donated to a charitable organization.

LUNCH AND BREAKFAST INFORMATION

All meals must be paid for in advance. Students may pick up money envelopes from the lunch secretary, put the money in it, label it and put it in the box during breakfast or lunch. You are encouraged to pay for breakfast/lunch on a weekly or monthly basis. Under the National School Lunch Program, free and reduced price breakfasts and lunches are available for qualifying families. Application forms are available at the office or on the school webpage. Until your child brings home notification from school that the application has been approved, please furnish breakfast and lunch for your student or pay the full price for the meal. If you are continuing enrollment in Granite District schools and have previously been approved for free or reduced lunch, that approval will remain in effect for the first 30 calendar days of the new school year. You must reapply each year to receive this benefit. Lunch and breakfast prices are as follows:

- Breakfast: Regular Price - \$.90
 Reduced price - \$.30
- Lunch: Regular Price - \$1.50
 Reduced Price - \$.40

MEDICATION

District policy states that no medication of any kind may be administered to any student by any school personnel without written **directions and instructions from the parent AND the student’s physician**, including over the counter medications. A “Permission for Office Staff to Administer Medication” form must be filled out prior to having the medication given at school. Students are not permitted to transport medication to school or to have medication in their possession. Students who need to use an

inhaler AND have the proper form signed by a parent and the student’s physician on file with the office are allowed to have the inhaler in their possession.

NON-SCHOOL ITEMS

Non-school items such as iPods, walkmans, tapes, CD’s, CD players, toys, electronic games, scooters, skateboards, rollerblades, etc., **should not be brought to school**. Staff members will confiscate items that violate this policy. These items will be returned only to a parent or guardian. We are not responsible for lost or stolen items.

PETS AND OTHER ANIMALS

In all cases, **NO ANIMALS** may be brought to school. Unfortunately, Animal Control will be called to pick up stray animals on school grounds.

POSITIVE SCHOOL CLIMATE

As part of the educational process, we expect our students to develop respect for themselves, others and their surroundings. Students will be encouraged to earn ram rickets for demonstrating appropriate behaviors (socially, behaviorally, and academically). Specific behaviors that show these skills will be taught to the students. When students use these skills appropriately, they will be recognized for their efforts. When students show inappropriate behaviors, there will be consequences for those actions.

In addition, Leader in Me values will be taught and reinforced by teachers and staff members throughout the school in an effort to support good character development.

PARENT TEACHER ASSOCIATION (PTA)

We encourage all parent and/or guardians to join PTA. This organization has been established for the benefit of our students and we request your assistance. Many parents feel they cannot be a member of the PTA because they work during the day. Please do not let that stop you. Many of our PTA members work and still play an active part in helping our school.

SAFE SCHOOL POLICY

Granite School District has a strict “Safe School Policy” with the intent to give all students, staff, and visitors the right to attend school without undue concern for their physical safety. This policy establishes penalties and procedures for:

- Any act of violence
- Possession of any type of weapon (real or facsimile)
- Any form of organized gang activity
- Any type of criminal behavior
- Destruction or defacement of school property
- Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school

Students who violate this policy may subject themselves to:

- Mandatory parent conference at school
- Suspension from school, class, or activity
- Referral to law enforcement
- Referral to district Student Services Office in cases involving severe or repeated violations, for placement in an alternative program, expulsion

from school, or other action to resolve the problem.

SNOWBALLS

When it snows, students must leave the snow on the ground. Throwing snowballs is prohibited and will subject the offending student to disciplinary action. Students who throw snowballs at cars are violating the law and will be referred to the police, as well as receive school consequences.

SPIRIT DAY

Every Friday is spirit day at Redwood Elementary. We encourage students and staff to wear their Redwood t-shirts, sweatshirts, school colors (red, black and white), or other school related apparel.

STUDENT EDUCATION PLAN (SEP) CONFERENCES

There are three Student Education Plan Conferences held during the school year. Please mark these dates on your calendar. Teachers will send home a sign up sheet and will attempt to accommodate your first choice of appointment times. Parents and students meet with the teacher during each of these conferences. Conferences will run from 4:00 – 7:30 each night.

September 23 & 24

February 11 & 12

SUSPENSION

When a student is suspended, the parent/guardian will be contacted IF POSSIBLE. The student will be released to the parent/guardian or the student may ride home with a person the parent/guardian has designated. If the parent/guardian cannot be reached, the student may be sent (with a law enforcement officer) to the Juvenile

Receiving Center (177 W. Price Avenue). Please make sure all information at the office is current. Students will not be readmitted to school until the parent/guardian and the student meet with an administrator and a commitment to resolve the problem has been reached.

TEXTBOOKS, LIBRARY BOOKS AND SCHOOL MATERIALS

Textbooks, library books, and other school materials checked out to students must be maintained properly. If these items are lost, misused or damaged beyond reasonable wear, a charge may be assessed.

VISITORS

Parents are invited and welcome to visit the school. When you do visit, please make your purpose and presence known by signing in at the office and being issued a visitor's pass. The front doors will remain open during the school day. Parents will enter and exit through the front doors. We cannot honor requests to allow friends, pre-school children, or siblings to attend classes or to visit the school.

PARTIES AND TREATS

Except for school-wide celebrations for some holidays, class parties are discouraged—particularly for birthdays. We encourage parents to hold birthday parties at locations away from the school rather than taking away valuable learning time in the classroom.

If treats are brought to school, they must be store bought only. No home-made items are allowed.

PARKING LOT

The parking lot is located next to a busy and dangerous street. The school has developed a loading/unloading plan to assist students in safely getting in and out of vehicles each day. Please be courteous to those who volunteer to assist with student safety each day.

In addition, parents are NOT to use the faculty parking lot on the south side of the building for any reason. Please only park in the north parking lot.

SCHOOL OUTREACH

We have a school outreach program to assist families in making connections to community services and resources in times of need. Please ask the school office about this service.

BEFOR/AFTER SCHOOL PROGRAM

Redwood Elementary sponsors before/after school programs for our students. Tutoring is provided for students who are struggling academically or need extra help with English.

Another program offered is YMCA which is housed at the school. Parents of students enrolled in this program need to provide transportation home for their student. Parents are expected to be on time to pick up their students.

COMMUNICATION

We believe that effective communication between the school and home is essential to student success. Please send notes with your student or call the school directly to make an appointment to speak with your child's teacher about any issue or concern. In addition, all teachers are available via district email.

A school newsletter is published monthly with information important for all families. The school marquee also contains relevant notices of upcoming events at the school.

The *Thursday Folder* is a communication device used at the school to ensure that parents are aware of important information. Each Thursday, any school-wide or teacher communication is sent via the “Thursday Folder”. Parents are encouraged to check this folder weekly and return it to school the following day.

SCHOOL BUSES

Many students at Redwood Elementary ride the school bus to and from school each day. Students **MUST** obey school bus rules in order to have this privilege. Students who are not respectful to the school bus driver and fellow passengers will be given bus citations which may lead to denial of riding privileges.

The school buses drop off and pick up students in the bus zone in front of the school building. Supervision is provided by the school in the bus zone. Buses depart from the school five minutes after the dismissal bell each day. Students must be prompt in getting to their buses.

FIELD TRIPS

Field trips are strongly encouraged at Redwood Elementary. They provide valuable learning opportunities for students that cannot be duplicated in the classroom. While donations for field trips are helpful, they are not required in order for students to attend. However, students must meet behavior criteria in order to participate.

SAFETY PATROL

Responsible sixth grade students are invited to become members of the school Safety Patrol. These students volunteer their time daily to ensure student safety before and after school. When on duty, safety patrol members wear orange belts so they can be easily seen. Please be respectful, courteous, and obedient to these volunteers.