

**Parents, Students and Rolling Meadows Community,**

Welcome back to another exciting school year!

It is nice to see new and familiar faces. As always, if you have any questions or concerns, please call the office to make an appointment (385)646-4990.

**Daily Bell Schedule**

9:00 AM ..... First Bell  
 9:05 AM ..... Tardy Bell  
 3:45 PM ..... School Ends  
 1:40 PM ..... Fridays or Planning Days-School Ends

**Planning Day (Early Release)**

The LAST DAY of every week is short day. School gets out at 1:40 PM on short days. Normally, this day is Friday. However, when we have no school on Friday, then Thursday is the short day. If we have no school on Wednesday, Thursday, and Friday (like Thanksgiving this year), then Tuesday is a Short Day.

*Please keep an eye out on our schools website calendar to watch for days we have no school.*

<https://schools.graniteschools.org/rollingmeadows/>

<b>Faculty</b>	
Principal–Mrs. Deb Woolley School Secretary–Mrs. Kim Nickerson Attendance Secretary/Parent Liaison–Mrs. Gracey Castro Family Center Liaison–Mrs. Maria Iniguez Garcia Custodian–Mr. Joel Quevedo Instructional Coach–Ms. Carol Davis Literacy Coach–Mrs. Jenny Motzkus Special Education–Ms. Mindy Probst Speech–??? Social Worker--Mrs. Kait Heninger School Psychologist--Ms. Liz Popescue PE Specialists–Coach Lee Chart & Coach Jennifer Lorton School Technology Specialist–Mr. Jordan Nutt Media Specialist–Mrs. Sarah De Lacy	
Kindergarten	All Day – Ms. Kendall Stevens All Day – Mrs. Elizabeth Winder
1 <sup>st</sup>	Ms. Lindsay McKee Ms. Jessica Turner Ms. Hannah Glasscock
2 <sup>nd</sup>	Ms. Katie Pearce Mrs. Kailey Van Otten
3 <sup>rd</sup>	Mrs. Shauni Burbidge Ms. Andrea Canzonetti
4 <sup>th</sup>	Mrs. Erin Madrigal Mrs. Kimberley Stone Mrs. Robyn Anderson
5 <sup>th</sup>	Mrs. Ashley Brown Mrs. Jade Mendoza
6 <sup>th</sup>	Ms. Bethany Worthington Mrs. Brandi Jenson

# Rolling Meadows 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 can 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.

Most 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 your child should be kept home if they exhibit any of the following symptoms or illnesses:

- Fever – 100 degrees or higher
- Hand, Foot, & Mouth
- Measles
- Mites & lice
- Recurring diarrhea & vomiting
- Strep Throat or Sore Throat
- Chicken Pox
- Ear Infections
- Conjunctivitis/Pink Eye
- H1N1 Flu Virus
- **COVID-19 Symptoms**

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 attend outdoor activities. If the student becomes ill during school, a 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

Granite School District does not provide for student supervision on the playground before or after school. For safety reasons, students should not arrive at the school prior to 8:50 AM nor depart later than 3:50 PM. Granite District Police will be called to assist with supervision and help to locate parents or guardians when students are still waiting for a parent thirty (30) minutes after school has dismissed and no parent can be contacted by phone.

## 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 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 53-6-201 et seq.)**, 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.

In accordance with state law (Utah Code 53-G-6-202 and 203), school administrators, school resource officers, and absentee specialists may issue an Attendance Inquiry to parents/guardians of a student who is absent at least five times during the school year. An Attendance Inquiry directs parents/guardians to contact school support personnel to discuss attendance issues.

### The District Attendance Policy states:

1. **Excusal Notes must be received within ten (10) school days following the return from an absence, the school may deny excusal notes that are received after that point in time.**
2. **After five (5) absent days within a school year, the school will mail the student/parent/guardian the First Attendance Inquiry letter notifying the student/parent/guardian of the attendance policy.**
3. **After five (5) unexcused days within a school year, the school will mail the student/parent/guardian the Second Attendance Inquiry letter asking for parent(s)/guardian(s) help with their student's attendance.**
4. **After ten (10) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a Third Attendance Inquiry letter inviting the family to attend a Group Attendance Support Meeting hosted by a District representative.**
5. **After fifteen (15) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a Fourth Attendance Inquiry letter inviting the family to attend an Individual Attendance Support Meeting to implement a Student Attendance Plan.**

Please check with our school attendance specialist/secretary concerning excused or unexcused absences of your student. Your cooperation is needed in offering your student a quality education.

## 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, they are not to be used during school hours. Once on school grounds, children must dismount and walk their wheeled equipment 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 wheeled equipment stolen here at school. In most cases, these items were not locked. Rolling Meadows does not assume any responsibility for loss, stolen or damaged bicycles, scooters or any wheeled item or other personal property. Due to the limited space in classrooms, students cannot bring wheeled equipment into school. Students should not wear Heely's or rollerblades to school.

## Birthdays and Special Occasions

We recognize that birthdays and other special occasions are very important to children and parents. If you are planning for your child to share a treat with their classmates for their birthday, please let the teacher know prior to the day. It is acceptable to bring commercially individually packaged items for all the students in the classroom. It is state policy that homemade treats cannot be shared. Please drop the treats off at the office and we will notify the teacher. They will be distributed at the classroom teacher's discretion. The school does recognize all students on their birthday with a pencil and small treat. If you do not want your child to participate, please let the office know.

**Bringing flowers, balloons and cupcakes to school is disruptive and are not allowed.**



## Breakfast & 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 day. A family may send one check for multiple children made out to Rolling Meadows Elementary. To facilitate our bookkeeping, please put each child's name on the check or envelope. Regular nutrition is essential for success in school, and all children deserve healthy meals.

Rolling Meadows participates in Breakfast in the Classroom. Breakfast is served to all students at the beginning of the school day. Students need to be on time to ensure that they receive a breakfast. There is not a cost for students to participate in this program.

The school breakfast and lunch program are federally subsidized programs that meet 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 (385) 646-4990.

Lunch:

- Reduced Price: .40¢ per day (\$2.00/week)
- Full Price: \$1.50 per day (\$7.50/week)
- .30¢ per milk
- Adult Meal \$3.35

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 do not allow for unsafe conduct. For example, 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; and possession of illegal drugs, alcohol, or other prohibited substances.

## Bullying and Other Similar Conduct

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

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 written message in 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 parents 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.

For more information about these subjects, please contact the District Compliance Office by calling (385) 646-4009.

## Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are not allowed to be accessed during school hours. If students do carry a cell phone to communicate with parents before or after school, the cell phone

must be turned off and stored in a backpack while on school property.

**Neither Granite School District nor Rolling Meadows Elementary are responsible for damage to or loss of cell phones or other electronic devices students bring to school.** Cell phones and other electronic devices will be confiscated if used during the school day and parents will need to pick them up.

## Checking Students Out

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

- 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. every time you pick up your child during school hours.**
- **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.

## Citizenship Plan

Rolling Meadows Elementary takes a positive approach to citizenship development. We believe 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.

## Discipline Policy

School Expectations- Rolling Meadows Students ROCK

- Respect**
- On Task**
- Caring**
- KYHFOOTY**

It is our desire at Rolling Meadows 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 rules focus on creating this safe learning environment. Students who violate these rules are subject to disciplinary action. Rules, 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 rules.

“Stop and Think Behavior Resolution Forms” are currently being used as part of the Positive Behavior Intervention Support plan. “Stop and Think Behavior Resolution Forms” are issued by teachers and the principal. In addition, infractions are recorded in Educators Handbook, an electronic program used throughout Granite School District. Infractions could be issued for:

- Cyber-bullying
- Disturbing class or other students
- Not keeping KYHFOOTY
- Being disrespectful to student or adults
- Damage or vandalized school property

- Chronic disrespectful or discourteous behavior
- Defiance to staff
- Violent or aggressive behavior
- Sexual Harassment
- Threatening, intimidating behavior
- Profanity, swearing
- Stealing,
- Any behavior which threatens the personal safety of students or staff
- Any behavior which prevents teachers from teaching and students from learning (throwing objects, bullying, etc.)

The teacher and/or the administration that issues the “Stop and Think Behavior Resolution Form” will notify parents.

Students who do not follow the school wide expectations may receive the following consequences:

- Warning
- Reteach expectations
- Stop and Think (Seat Away)
- Stop and Think Power Chair (in another room)
- Loss of Privileges – Consequences
- Parent Contact
- Parent/teacher/student Conference
- Principal Conference
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Referral to Office
- Referral to Safe School

Students who follow the PBIS plan will earn rewards such as “Rockin’ Rockets”, Reward Assemblies or Activities.

## 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:

- Low cut or inappropriately revealing tops
- Spaghetti strap tops (straps of 2” or less)
- Bare midriff, tanks, or see-through tops
- Short shorts or short skirts (no shorts or skirts shorter than 4” above the knee)
- Sagging or baggy clothing
- Long belts or distracting belt buckles
- Rags or scarves identifying gangs
- Clothing with inappropriate language or illustrations (tobacco, alcohol, drugs, sexual pictures, weapons, etc.)
- Body shirts (low cut armpits or oversized shirts)
- Other items that are disruptive and/or a distraction to student learning are not allowed.

In the interest of safety and good hygiene, proper footwear should always be worn. 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, possess 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 Rolling Meadows Elementary 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 an important part of the educational process and are used as hands-on extensions to classroom curriculum. A field trip permission slip will allow your child to attend a field trip. No child will be allowed to attend a field trip without a permission slip. Students are expected to obey all bus regulations and Rolling Meadows Elementary expectations while off campus. *Students may*

*be denied field trip privileges for misbehavior and/or delinquent assignments.* 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 designated areas unless otherwise authorized by the teacher. Students are **not allowed** to chew gum in the building or on school grounds. Students are not allowed to share food items. Students should only bring food amounts that can be eaten and finished during their lunchtime. According to the Board of Health regulations, no homemade foods of any kind may be distributed. Food must be commercially packaged or prepared in a commercial kitchen.

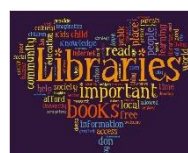
## Halloween

To decrease the disruption of instructional time, and to avoid potential safety problems, there will not be a costume parade. Instead, teachers will host a class party during the last part of the school day. Costumes will not be worn at all during school time. Your support and help in this matter will be appreciated.



## Kindergarten and Immunizations

Students entering Kindergarten must turn five on or before September 1st. All Kindergarten and other children coming to Rolling Meadows Elementary are required to show proof of complete immunizations. If there is an outbreak of a 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 bin located in the main hall. Smaller items such as jewelry, keys, eyeglasses, 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 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 the following conditions:

1. Obtain a "Permission to Administer Medication" form 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 transfer form must be prepared which includes the following information: child's last day of attendance, new home address, name, and address of the new school. All school materials, texts, and library books must be turned in or paid for before a transfer slip can be issued, and student records released. Student's cumulative file will then be sent to the new school. These records cannot be hand carried by parents.



## P.T.A. and School Community Council

The Rolling Meadows 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 Rolling Meadows. If you would like to participate, please watch for election forms. 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 West Valley City Animal Control.

## Picking Up and Dropping Off Students

The Faculty Parking Lot and BUS ZONE on the west side of the school is for faculty and bus use only. Parents may wait in line to pick up or drop off students in front of the school, in the drop off driveway and on Market Street. Please do not leave your car unattended unless you are in a marked parking space. For the safety of all, please instruct your child to wait on the sidewalk until you can pull up to the curb or walk your child to your vehicle in a parking space. Please be patient and courteous when you pick up and drop off your children. Please follow the posted "ENTER" and "EXIT" signs.

## 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.

## Report Cards

Report cards are issued at the end of each quarter. They contain academic, attendance, and conduct evaluations. Special activities and programs are contingent upon a student's attendance, satisfactory citizenship, and satisfactory grades. Students and parents need to be aware of the requirements for participation in these activities.

## 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:

*"Student acts of criminal behavior that place any person in imminent danger are prohibited in all Granite 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 investigation."*

Rolling Meadows Elementary does have a Safety Patrol and a crossing guard program in place. We encourage parents and community members to report to the school any incident which they believe could endanger students on their way to and from school. To contact Rolling Meadows Elementary please call 385-646-4990.



## Safe School Policy

The Granite Board of Education has a strict "School Safety Policy." The intent of the policy is to provide a safe environment for students and employees at Rolling Meadows.

### School Safety Policy

District policies do not allow for unsafe conduct. For example, 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; and possession of illegal drugs, alcohol, or other prohibited substances.

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

## Safe Walking Route

View the safe walking route for Rolling Meadows at:  
[www.snapforschools.com/Map\\_view.aspx?EntityID=413](http://www.snapforschools.com/Map_view.aspx?EntityID=413)

## 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!

Rolling Meadows Elementary (385) 646-4990 – 8:30AM-4PM  
Granite Security (801) 481-7122

## 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. Law enforcement (police) **will** be called to investigate at this point.

*Copies of the District Policy are available upon request from 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 9:05 AM. A warning bell will sound at 9:00 AM. Any student who comes after 9:05 AM is considered tardy. Habitual tardiness will be regarded as a violation of school rules.

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 Thursdays (or Wednesdays on week where Thursday is a short day). Inside the folder are all notes to parents telling what is coming up at Rolling Meadows 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. \*Emails will also be sent out with important information.

### **Toys and Other Items Brought from Home**

Rolling Meadows does not assume financial responsibility for loss or damage to personal property brought from 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**

Visitors are welcome at Rolling Meadows Elementary as volunteers, observers, and presenters. Community involvement is vital for success in education. Salt Lake County Ordinance section 10.32.010 states that "public access to all school facilities is restricted." We follow the Granite School District Policy, posted on all exterior doors, which states, "Please go directly to the office for a visitor's pass."

In compliance with county and district regulations and to ensure safety, we have established the following procedures for visitors:

### **Visitor identification Check-In System**

For the safety and security of our students, all visitors will be required to check in at the front office to gain access to our school during the school day. The following process is now in place:

- A state issued photo identification (driver's license or identification card) will be scanned by the system. Other photo identification will be entered manually. Just bring your identification to the front office.
- An electronic background check is performed by the system in compliance with state laws and district policies.
- If the background check reveals no concerns, you will receive a visitor's badge and may enter the school.
- If the background check reveals a concern, you will meet with the principal at the earliest possible time for a brief discussion. All information discussed will be kept highly confidential.
- **This system is not connected in any way to the immigration database.** Our school will not ask about your family's immigration status.
- Our school may ask you to produce court documentation in the case of a custody concern.
- If our records are inaccurate, you will need to contact the Bureau of Criminal Investigations (BCI) at 801-965-4445 or <https://bci.utah.gov>
- To obtain a Utah Identification Card, please visit: <https://dld.utah.gov/licensing/id-cards/identification-card>

If you have any questions, please feel free to the principal, who will be happy to discuss this with you. We appreciate your support in helping keep our students safe and secure.

We value the time and talents you share with our students!

### **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.

Students are expected to follow Keep Your Hands Feet and Other Objects To Yourself (KYHFOOTY) in all school locations and situations!

District Policies can be found here:  
<http://www.graniteschools.org/legal/policies/>.

Relevant policies are as follows:

- Article VIII.B.3. School Safety Violations
- Article V.C.7. Unlawful Acts in or about Schools and School Trespass
- Administrative Memo One-Hundred Six, Safe School Policy
- Administrative Memo Ninety-Five, Prohibited Substances and Retaliation
- Article V.C.1. Prohibition of Discrimination, Harassment, and Retaliation