

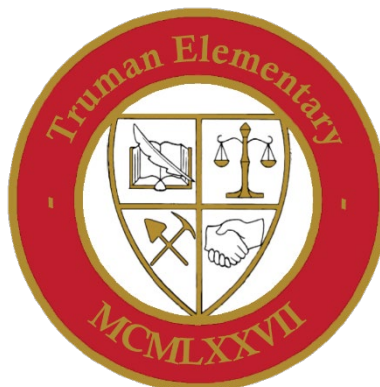
TRUMAN HANDBOOK



FOR PARENTS AND STUDENTS

*Policies, Procedures
and Code of Conduct*

2023-2024





Learning and **LEADERSHIP**

Truman has high expectations for its students' academic and behavioral achievements. Such expectations will only be achieved through combined efforts and cooperation of student, teachers, and parents. Truman's primary goals are:

- Keep students safe.
- Maximize student learning.
- Empower leadership habits.

To help us accomplish these goals, this handbook is provided for your reference. Please keep it in a safe location, so that you can refer to it as needed.

Guiding Principles for Parents

We [parents] recognize that, as our children's first and most influential teachers, we can promote their success and contribute to an excellent school if we make and fulfill the following commitments:

- We will establish high expectations for our students. We will not accept minimum effort or indifference to quality work.
- We will know what is expected in each of our student's classes and communicate with teachers when we have a question or concern.
- We will insist on good attendance.
- We will provide a quiet time and place in our home for study.
- We will insist that our students accept responsibility for their learning and conduct.
- We will model the importance of life-long learning.

-Richard DuFour and Robert Eaker
Professional Learning Communities at Work

School Information

Office Phone	(385) 646-5044
Office Fax	(385) 646-5045
Office Hours	8:30 am to 4:30 pm
Website	www.schools.graniteschools.org/truman
School Hours	<ul style="list-style-type: none">• Regular hours: 9:00 AM to 3:45 PM• Early day: 9:00 AM to 1:40 PM• Both Kindergarten classes will be all day• Breakfast is served before school starting at 8:45 in the cafeteria

POLICY AND PROCEDURES

Accidents, Illness or Medications at School

- If a student becomes ill or is injured and requires more than minor first aid, we will contact a parent for a decision whether the student will go home or remain at school.
- Parents will be asked to take the child out of school for vomiting, suspected fever, suspected pinkeye, or as deemed necessary by administration.
- If a student has been ill or has some other medical reason not to go outside for recess, please provide a note from a medical provider. Students staying in will be asked to read a book and provided a place to do so.
- Please refer to the HEAD INJURY GUIDELINES for head injury procedures.
- Please refer to the attached MEDICATION POLICY HIGHLIGHTS.

Attendance, Tardies, and Absences

- Attendance is required by state law. More importantly, student absences result in missed learning. Every day matters. Please refer to the attached GSD ATTENDANCE POLICY FORM and ATTENDANCE HIGHLIGHTS FORM.
- School starts at 9:00 each day and tardy minutes will accrue toward attendance awards and truancy follow up. *"Thunderbirds soar on time."*
- Please call the office if your student will not be attending.
- Please send a doctor's note for any medical, dental, or orthodontic appointment.
- District generated calls for a student's unexcused absence go out at 11:00 each day.

Check Out

- You may check out your student by coming to the office and showing valid ID. Only people permitted on the registration card will be allowed to check out students.
- We discourage calling ahead and having the students ready as we are unable to verify ID first, so please plan enough time to come into the school and check them out.
- Please be aware that checking students out of school before the end of the day may affect their attendance and subject them to truancy follow up.

Contact Information

Please notify the school office of any change of address or telephone number. Having a current list of telephone numbers is very important in the event of a student's illness or injury or in case of an emergency.

Deliveries to Students and Classroom Treats

- If you need to bring forgotten items or classroom treats to school, please be prepared to leave them in the office. We will call for the student to come down to claim their item during recess periods to avoid classroom interruptions.
- State Law requires that treats for school parties and birthdays must be commercially packaged.
- Due to student allergies, no latex balloons will be allowed at school.

Electronic Devices, Toys and Other Neat Things

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

- Cell phone or other electronic devices must be kept in a student's backpack and turned off. Students who violate this policy during the school day, including recess and lunch, will have the phone or electronic device confiscated, and parents will be required to pick the item up from the office. The school assumes no responsibility for lost, stolen, or damaged phones or electronic devices.
- Pets, toys, and other items should be left at home; if they are brought to school they may be confiscated until picked up by a parent. If they are to be displayed for show-and-tell, arrangements should be made with the teacher to bring them to school and should go home with the parent.
- Gum is not allowed.

Dress Code

A real and reasonable connection exists between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement. We will notify parents for inappropriate clothes, soiled clothes, bloodied clothes, or wet clothes that distract from learning.

Approved dress:

- Modest, clean, clothes
- Suitable for activities including recess, dance and PE
- Shorts and skirts lengths longer than fingertips with straight arms

Prohibited dress:

- Clothing that promotes violence, cigarettes, alcohol, or drugs
- Clothing that shows vulgar, degrading, or demeaning sayings or art
- Mutilated clothing
- Gang related clothing
- Halter tops, tank tops or spaghetti straps without another shirt for cover.
- Bare midriffs
- Visible undergarments
- Hats, hoodies and scarves that are not recognized religious wear

Field Trips

Permission slips will be sent home prior to field trips. Parents desiring to go as a chaperone should first check with the teacher. Background checks and fingerprinting may be required, and you will be responsible for the cost.

Grades and SEP Conferences

- You can check your student's progress at any time by going to <https://portal.graniteschools.org> to set up an account. Only legal parents and guardians can set up parent portal accounts. If you do not have access to a computer, a parent portal computer is available in the office.
- Report card grades are given at the end of each quarter.
- SEPs (parent conferences) are held twice a year. Information will be sent home two weeks prior to SEPs with scheduling information.

Information Sharing

- If you would like additional information on your student's progress, please make an appointment with the teacher.

The school tries to keep parents informed in a variety of ways. Any or all methods may be used.

- Follow us on Facebook and Instagram.
- Check our website frequently at <https://schools.graniteschools.org/truman>.
- Use the calendar tab on our website to subscribe to our monthly calendar.
- The marquee is updated weekly.
- Emails, texts, and phone calls are frequently sent out by administration. If you are not receiving those, please notify the office.
- PTA and Community Council meeting times are posted on the website calendar, and you are encouraged to attend and participate.
- Each teacher uses Class Dojo or Remind to communicate regularly with parents. Please follow the directions provided by your child's teacher.

Parent Concerns

Parents have the right to express concerns respectfully, freely and openly, without fear of retribution from the school personnel. Concerns should be brought to the teacher's attention first and then to the principal next. Please make an appointment to speak with either. As you approach a school faculty member, please remember that you or we may not have all the facts. All concerns will be addressed but be advised that we are unable to inform you of results that concern another student.

Safety: Environment

The following expectations should be adhered to for a safe-school environment (also refer to the *GSD Safe Schools Policy* below):

- The law requires all dogs be confined by leash or fence. Loose dogs that visit school will be turned over to the county animal control center.
- In order to keep the students safe, the following are prohibited:
 - Hard balls or bats – wood or metal
 - Tackle games of any kind
 - Snowballs or throwing snow– snow stays on the ground
 - Playing in the parking lots
 - Inappropriate language or fighting
 - Discrimination and or Bullying of any kind

Safety: Walking and Biking

Truman is a safe walking and biking school.

- Crossing guards are provided at the intersections of Midwest and 2700 West and at the school entrance intersection.
- There is also access to the school via the skywalk bridge across 4700 South.
- Please refer to the school website or the main office for safe walking paths.
- Problems that occur off school property should be handled through appropriate community resources.
- Walk bikes, scooters, skateboards, skates, etc. on school grounds (wheelies must be removed from shoes on school grounds)
- Provide your own lock
- Truman does not accept responsibility for lost, stolen or damaged bikes, scooters, etc.

Supervision Outside of School Hours	<ul style="list-style-type: none"> • Students are asked not to arrive at school before 8:45 a.m. Supervision is available 15 minutes before school and 15 minutes after school. • When weather is extreme, students will be invited into the gym at 8:45. • Students are not allowed to be in the halls before or after school without direct parent supervision unless assigned by safety patrol, student council, or administration.
Visitors	<ul style="list-style-type: none"> • You MUST have a visitor's pass to be in the school. Exceptions are made for school programs which take place in the gym; in that instance only, no visitor pass is needed to remain in the gym. ID will be required to get a visitor pass. • You may visit your student's class at any time by contacting the teacher and making an appointment. • Drop in visits to students or teachers are disruptive to classroom learning and are discouraged.
Weather	The community council has decided the school will hold a mandatory "in-day" if the temperature is below 20 degrees, the air particulates are in the red zone, or during heavy rain or snow. PLEASE HAVE YOUR CHILD DRESS APPROPRIATELY FOR THE WEATHER!
Withdrawing from Truman	If you plan to withdraw your student from Truman during the year, please come to the office and complete a withdrawal form and settle any lunch or library or classroom money due.

CODE OF CONDUCT

Behavior Expectations	<p><i>(Please see the Truman Behavior Plan located on the school website for more information)</i></p> <p>KYHFOOTY: Keep Your Hands, Feet, and Other Objects to Yourself</p> <p>Be on Task</p> <p>Follow Directions 1st Time Given</p>
What Happens When You Follow the School Rules?	<p>Truman Elementary promotes positive, school-wide behavior, hard effort and achievement. Students are continuously recognized for the accomplishments, effort, and appropriate behavior. Within our positive school-wide framework, there are several opportunities for students to be recognized, including, but not limited to:</p> <ul style="list-style-type: none"> • <u>SOAR Tickets</u> – Individual students can earn SOAR Tickets for following the school rules and for overall school effort. Tickets can be exchanged for prizes weekly and then are placed in a drawing for a chance to win larger prizes. • <u>Thunderbucks</u> – Classes "caught" following the school rules can earn Thunderbucks from any of the school staff. Thunderbucks are cashed in to purchase special class activities or prizes hosted by the school. • <u>Classroom and Grade Level Recognition and Activities</u> – teachers and grade-level teams design recognition programs for their students within the school-wide framework of positive behavior management. These vary by teacher and grade level.

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

The goal of Truman's school-wide management plan is to teach students appropriate behavior for school. Likewise, the intent of the following consequences (i.e. not an exhaustive list but examples with the intent to redirect students toward that appropriate behavior:

- Clip down
- Time out
- Loss of privilege
- Structured recess
- Office Referral
- In-school suspension
- Out-of-school suspension
- Overnight suspension with mandatory parent conference
- Referral to alternative school placement

GSD Safe Schools Policy

Granite School District has adopted the following "Safe Schools" policy prohibiting:

- Any threat or act of violence
- Possession of a real weapon, explosives, and noxious or flammable material.
- Actual or threatened use of look-alike weapons.
- Any form of gang activity
- Any type of criminal behavior
- Destruction or defacement of school property
- Any willful disobedience or defiance
- Any possession of illegal drugs alcohol, or other prohibited substances
- Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school.

Consequences for violation of the GSD Safe School policy may include but is not limited to:

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

Attachments

Attendance Highlights/GSD Elementary Medication Policy Highlights
GSD Attendance Policy (*English and Spanish*)
Student Technology Agreement (*English and Spanish*)
Head Injury Policy Guidelines (*English and Spanish*)
GSD Safe School Environment Policy Guidelines (*English and Spanish*)