

Abuse

If abuse of a student is suspected, contact the principal immediately. See Memo #67.

Call Sheriff's Office – 743-5860 and DCFS – 281-5151

Accidents – Student

Any student who reports being injured or who is observed being injured will be sent to the office for evaluation unless the injury warrants that they not be moved. The office will determine if parent notification is warranted and will contact home if needed. At the time of the accident, an "Injury Report Form" is to be filled out by the staff member on duty. Obtain the "Injury Report Form" from the office.

Accidents – Teacher

Teachers must notify the office immediately when a work related injury occurs (within 24 hours). The injured staff member must fill out an "Employees First Report of Injury" form.

Assembly Procedures

All students will exhibit Magna Assembly Behavior which consists of:

- Students, " will keep your hands, feet and other objects to yourself". (KYFOOTY)
- Students and Teachers will clean-up after themselves.
- Students need to enjoy themselves and be grateful for those who perform in any way.
- Students will be respectful in every way. (No booing)
- Teachers will be in attendance during the assembly unless arrangements are made with other teachers to cover their class.
- Teachers will model appropriate Magna Assembly Behavior.
- Teachers will practice assembly behavior with their students as needed.

Attendance – Student

All teachers are required to keep enrollment and attendance records on the attendance cards provided. These records must clearly and accurately show all attendance data for students. Use the following procedure:

- Teachers are to mark attendance cards and send to office by 9:00 a.m.
- Students that arrive after the tardy bell has rung will check in at room 13 (across from the office) and take a check in note to class.
- A note should accompany a child when returning to school after an absence.
- Students leaving school must be signed out by an adult who is on their card.

Awards

Recognition will be given at the end of year except for our daily Bulldog Best Winners. Categories and recipients will be determined by staff and administration.

Behavior – Student

Follow the Magna Manners:

- Respect Others
- Respect Environment and Property
- Respect Yourself
- Respect Learning

After a verbal warning, use the following procedures:

- Seat Away
- Fifteen minute room away
- Yellow or Red slip is issued. (Teachers deal with the consequences of yellow slips and send the yellow copy to the office. Office deals with Red slips and all copies go to office. Do not send student to office. Administrator will call them down as part of their investigation. Only the Administrator gives consequences for a red slip.)

Benefits

Teacher benefits are detailed in the Professional Agreement. See also Memos #38, 40, 46, 52, 56, 65 and 70.

Book Club Orders

- See Memo #98.

Books

- Books will be organized on shelves or carts in the classroom.
- Students will be taught how to properly care for books.
- Teachers will check at the office for damaged or replacement costs.

Bulletin Boards

- Boards will be neat, attractive and supportive of curriculum being taught.
- Boards will be changed on a regular basis.

Bulletins and Notes

A weekly memo with important information will be given on hard copy and sent through email. Additional information will be placed in teachers' boxes or given directly to teachers.

Notes from the office will go home once a week on Thursday. If there is a need to send a note on a different day it will be in your boxes.

Calendar

A school master calendar will be kept. All events should be placed on this calendar. Please inform the principal or one of the secretaries of the date and time of an event or field trip.

Children's Belongings

- Clothing, sweaters, coats, lunch boxes etc. should be labeled.
- Play items such as rollerblades, disc players, toys etc., should be left at home.
- Show & Tell items will be kept in the room during the day.
- Items brought to school are the responsibility of the individual bringing the item.

Classroom Care

- Classrooms should be kept clean and orderly.
 - Litter removed.
 - Desks organized and cleaned.
 - Chairs stacked.
 - Windows Closed.
 - Sink cleaned.
 - Doors locked.
- Tape will not be used on carpet or painted surfaces.
- Desks are to be free of pencil marks, stickers, writing, etc.
- File cabinets, bookcases, etc., are to be placed against walls.
- Paper which is loose will be stored in cupboards or storage containers.

- Stacking boxes, books, or supplies outside enclosed area must be avoided for safety reasons.
- Computers are to be turned off at the close of each day.
 - Food and drinks are not to be near electronics.
 - All electronics are to be dusted and cleaned regularly.

Classroom Parties

- Parties will be held in conjunction with the P.T.A. room mothers.
- Birthday treats are acceptable but should not be encouraged.
- Birthday treats are to be given after lunch so as not to interfere with the Federal Lunch Program.
- Treats will be commercially prepared.
- See Memo #26.
- Classroom reward parties will be cleared through the principal.

Clean-up of Grounds

- Clean-up times will be scheduled as needed.
- Students are to be instructed NOT to pick up any sharp objects (needles, glass etc.).
- Teachers will monitor students during clean-up sessions to insure student safety.

Coke Machine

- Vending machines are for faculty only. Please don't send a student to get a soda for the teacher.

Cold or Inclement Weather

- Students are expected to arrive at school dressed appropriately for the weather.
- All students will go outside at recess times.
- Duty teacher along with the principal will decide if it is an inside day.
- Office will announce inside days.

- Teachers will develop contingency plans for indoor days. (The expectation is that students are to work quietly on activities provided at their desks).
- Notes from parents requesting students to stay inside will be honored for short periods of recuperation.
- Arrangements should be made for “Line-of-Sight” supervision.

Committee Assignments

Committees will be established as determines by staff and administration. The committees consist of the following:

- Governance and Management
- Teaching and Learning
- Learning Supports
- Technology

Communication-*Parent*

Teachers will keep parents informed of classroom activities and student progress. Monthly communiqués are encouraged and may include: Curriculum to be covered, special assignments, due dates, special events, homework, classroom expectations, etc. (The principal will be provided with a copy of all communiqués to be previewed by the office before sending home).

Communication –*Student*

It is the teacher’s responsibility to read the weekly memo, communiqués, and faculty room bulletin board notices. Teacher boxes are to be checked regularly. In addition, teachers will attend faculty meetings when scheduled.

Computer

Teachers are responsible for the care and proper use of computers. Current Granite School District procedures will be followed in using Internet and other programs. See Internet Teacher/Student Use Form.

Conferences

- Keep parents informed about student progress.
- Hold conferences as needed. (Include student when appropriate.)
- Notify parents when student's performance improves, drops, and/or when behavior changes.
- Contact parents immediately when a student is failing academically or is receiving an "Unsatisfactory" (U) mark in citizenship. Document this teacher/parent contact.
- See calendar for Parent-Teacher Conference dates.

Copyright

The Granite School District follows the Federal copyright Laws. It is each teacher's responsibility to be in compliance with these laws. See Memo #48.

Corporal Punishment

Granite School District has a "hands off" policy. any incident violating this policy will be immediately reported to the principal. See Memo #6.

Cumulative Folders

CUM folders are kept in the office in alphabetical order and by class. This permanent record will be filled out in black ink when recording student data. This is required to be completed at the end of each year or when a student moves.

Dismissal

- Students going home for any reason must be cleared through the office. Students may not walk home during school hours unless they have principal or asst. principal approval.

Dress Standards

Experience indicates that there are sanitation and safety factors directly related to proper dress and grooming. There is a real and reasonable connection between proper dress dress/grooming and the successful operation of the school with respect to **discipline** and **student achievement**. It is with this end in mind that the schools in the Magna Area (Cyprus Learning Network) have jointly adopted the following dress policy:

Students should wear clothing that is appropriate for school, i.e. modest, clean and suitable for various learning activities as required. Particular attention should be paid to safety, comfort and weather.

If a student's clothing creates a substantial disruption for the student or for the school, parents will be contacted and the student will be required to change into more appropriate attire.

- Students will not be allowed to wear clothes that are mutilated, cut off or immodest.
- Short and skirt length should be 4" above the knee or longer.
- Bare midriffs (measured by arms up in the air), halter tops, tank tops or spaghetti straps are not acceptable for school, shoulders are to be covered.
- Baggy pants, skirts or shorts with underwear showing are **not permitted**.
- Baseball caps, hats, scarves and babushkas are not to be worn in the building..
- To promote proper hygiene, proper footwear such as sneakers, shoes and socks should be worn at all times.
- Gang related colors, clothing and paraphernalia will **not be allowed** in school. Clothing that promotes or celebrates violence will not be allowed.
- Clothing that advertises cigarettes, alcohol or drugs is prohibited by Granite District Policy.
- Hair should be clean and groomed. **No extreme hairstyles**, colors or cuts that distract from the learning environment are allowed.

For health or safety reasons, students may be required to wear certain types of clothing in connection with specialized activities (field trips, etc.). Clothing should reflect the Community of Caring values and be free from anything that is vulgar or that degrades or demeans others.

Drug Policy –Student

The Board of Education Drug and Alcohol Policy states in part:
“The illegal use, possession, distribution, or sale of alcohol, 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. Violations also include student use, possession, distribution or sale of drug paraphernalia, imitation controlled substances or resorting where drugs are used or possessed.

Students who are found in violation of this policy are to be immediately referred to the principal for disciplinary action (automatic law enforcement referral, suspension until parent conference is held with principal, etc.). See Memo #95.

Drug Policy –*Teacher*

A drug-free working environment will be maintained. See Memos #52 and #59.

Energy

- Turn off lights when out of the room.

Faculty Lounge

- Students are not allowed to be in the faculty lounge unless they are picking up notes that go home from the set of boxes by the door.
- It is the staff's responsibility to follow the cleaning schedule on the weeks that they are assigned.

Faculty Meetings

Faculty meetings will be held every three weeks on track change day. All teachers are expected to attend and be prompt.

Field Trips

Field trips must contribute to the educational program (reinforcing objectives that have been taught) and center around a current unit of study for approval. What constitutes a field trip? (Anytime the students leave the building for any reason).

Throughout the school year, students will have the opportunity to leave the school and visit various educational sites.

- Parent permission is required in order to insure that parents know where their children are at all times. A generic form is available at the office.
- Standard rules of conduct are expected of all students during these trips. Please remind your child that the bus driver is in charge on the bus. The driver's expectations will be enforced by parents and teachers accompanying students on the field trip.
- A student may be excluded from field trips when school personnel determine their behavior poses a potential threat to self, others or

property. Parents will be notified in advance if a student is to be excluded.

- Teachers will coordinate trips when possible to maximize the dollar.
- Sack lunches, if necessary, are to be ordered at least 2 weeks before the field trip. The count given to Kay does not need to be exact at this time). One day before the field trip give Kay an exact count of how many lunches are needed. See memo #12.

Hall Passage

- Student groups are to be led by teachers as they move through the halls.
- Students needing to go through the halls without a teacher are to have a hall pass. In the halls, students will:
 - Walk, using quiet voices.
 - KYHFOOTY.
 - Single file second tile.
- Students coming to the office must have a pink or red office not clearly stating what the teacher wants the office/student to do.

Head lice

If you discover your child has contracted head lice, please inform the school office. A note is sent to all students in the class indicating a case has been discovered and requesting parents to check their children.

Homework

The homework policy at Magna Elementary is as follows:
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 uncompleted assignments at school will be taken home and completed before the following school day. Some activities will be assigned specifically as homework. Special reports may be required from time to time. Parent assistance is helpful on these reports.

As a general rule, no student should be spending more than one hour of focused attention on homework each night. (However, if work is ignored for several nights in a row, students will likely exceed the one hour daily limit when it comes time to catch up!) If you find your child is exceeding this limit, please contact his/her teacher and arrange a conference.

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 at

home each day. Every student in the school is assigned to do daily home reading.

Illness and Accidents at School

If a student is injured on the school grounds, and the injury is other than what appears to be quite minor to the school staff, parents will be notified and asked to pick the child up from their own observation or for examination by the family physician. Parents will be notified promptly of all injuries not considered minor INCLUDING ANY HEAD INJURY. The school is allowed to administer only minor first aid. (ice and bandaids) An injury report form needs to be filled out on all injuries that occur in school. Procedures for bodily fluids should be followed if applicable. See Memo #100.

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 the school.

It is essential that the school have information on whom to contact and how contact can be made in the case of an emergency. KEEP THIS INFORMATION CURRENT on the child's registration card. If your home or work phone number changes, please let the office know right away. The student may be released only to persons listed on the registration card unless prior arrangements are made with the office staff.

Keeping Students After School

Students cannot be held after school without prior parental approval. The teacher should make the call to the parent, not the student.

"Friday School" assignments are made jointly by the teacher and the administrator. The teacher will call the parent for approval. Friday School is held on Fridays from 1:30 – 3:00 p.m. and is used primarily to make up lost school time.

Keys

- Keys will be checked out through the office.
- Teachers are responsible for these keys until they are checked in at the end of the school year.

Lesson Plans

- Teachers are expected to have current lesson plans available at all times for review.
- Lesson plans will contain complete information for substitute use.

Lost and Found

A box is located outside the garden doors in the west hall for lost items. Send any items that are found to this box. Small items and items of value are to be brought to the office.

Lunch

- Students will pay lunch money in Room 13 any time between 8:40 – 9:00 a.m.
- Students will come as a class and stay together.
- Students that owe for 3 lunches will be asked to call home.

Lunchroom Procedures

Students are required to follow these rules:

- Classes will come to the lunchroom at designated times.
- Students receiving hot lunch will be lined up.
- Teachers will bring lunch container with their class.
- Students will be supervised by teacher until seated.
- Students will pick up lunch, type in lunch number, and go to assigned tables.
- Teachers will instruct and train students in proper lunchroom procedures.
- Students will:
 - use restrooms and wash before lunch.
 - walk quietly to the lunchroom.
 - use a twelve inch whisper.
 - clean eating area before leaving the lunchroom.
 - leave all food in lunchroom. (No food is allowed outside the lunchroom.)
 - keep food to themselves.
 - students will be held accountable for disruptions (popping sacks, burping, loud talking, etc.)

Media Center

- Follow the Media Center schedule.
- Check out all items.
- Pay for lost and/or damaged materials or books checked out.
- Follow guidelines for video use.
- See Memo #53.

Medication

Parents need to inform the office staff of any medication a student is taking during school. If medications are to be taken during school hours, a form must be completed, signed by the parents and the student's physician, and submitted to the office with the medications to be administered. A daily log is then established for the student, and every dosage administered by school staff is recorded.

No medications (including aspirin, cough drops, eye drops and inhalers) can be taken at school without this signed form and daily log (unless administered in person by the parent). **Teachers do not prescribe medication.** See Memo #53.

Money

- Children are not to be charged for anything.
- **Teachers may not collect money for any reason!!!**
- All monies collected, will go through the office, including picture money, fundraiser etc.
- Book orders – teachers can do scholastic book orders, however, teachers cannot accept cash and all orders must be accompanied by a check or money order made out to the book company only.
- Any personal loss (student or teacher) is not covered by district or school insurance.
- Rooms should be locked when vacated.

Parent Teacher Conferences

Granite School District schedules two formal Parent/Teacher Conferences. The goal is to have 100% attendance at these conferences. The classroom teacher will make every effort to confer with each parent either in person or by phone. Teachers will keep an accurate record of conferences and will fill out the Conference Report Form furnished by the principal.

Payroll Procedures

Please call **Sue (801-631-8487 or Kay 801-250-2347)** when you are absent. This allows us to check subfinder first thing in the morning and be able to take care of any problems before school starts especially to let your grade level know ahead of time if there is a problem.

For all Contract Teacher Absences (including Special Education & Special Services [except non-contract or trade days]):

- **For Sick Leave or Family Sick Leave** you need to call subfinder before 6:00 a.m. the day of the absence. (Phone # 481-7226) If your absence

is a “Fail to Fill” – \$150.00 will be divided by the teachers that cover your class.

- If absence is a **Professional Leave or Personal Leave**, a form must be filled out prior to the absence and signed by either principal. For these absences, you must have a prearranged substitute only.
- For all other absences, unfortunately if you do not have a sub, there is no compensation for your grade level. Remember 1 in 4 absences are not being filled by subfinder.
- If you do not call subfinder by 6:00 a.m. the day of your absence, you will not be able to use subfinder, your absence will need to be put in by Kay. Please if there is a problem, contact Kay immediately.

IMPORTANT THINGS TO REMEMBER:

- ☺ Payroll cards must be filled out in blue or black ink
- ☺ These procedures are mandatory, the subfinder report each month **must** match your payroll card.
- ☺ All non-contract days need to be put on the payroll card when absence is taken.
- ☺ A maximum of 5 trade days can be used unless prior permission is given. The contract teacher that is out of the building must put a “T” on the day of the absence.
- ☺ The payroll secretary now has to fill out audit report each month that states all the above information matches and all payroll cards have been signed before she can send in the payroll report. This needs to be signed off by the payroll secretary and the principal each month.

Physical Education Equipment

- Plan regular P.E. periods.
- Use Core curriculum objectives when planning instruction.
- Supervise students at all times.
- Clean up P.E. closet after use.

Playground Rules

- Enter/exit playground area in a quiet, orderly fashion
- Keep hands, feet, and objects to yourself
No fighting, play fighting, tackling or wrestling
No throwing snowballs, rocks etc.
- Use appropriate language
No swearing
- Treat others with respect
No bullying, threatening or put downs

- No food or drink on the playground
- Get a restroom/hall pass to enter the building during lunch recess
 - No playing in restrooms
 - Keep restrooms clean
- Use playground Safely
 - No jumping off or running up the slide
 - Always go down the slide feet first
 - No hanging upside down or playing tag on the equipment
 - Listen to the playground supervisor
- Play in safe areas
 - No climbing on trees, playing on stairs or on ramps
 - Designated No Zone (DNZ) includes parking lots, unfenced areas, front of school. and area between the trees and fence.
- See Memo #20

Playground Supervision

- When on duty
 - be the first one out
 - be the last one in
 - circulate-watching the entire playground as you move around
 - assist children in maintaining appropriate behavior
- Make arrangements for a replacement if you cannot be on duty at your assigned time.
- Monitor students if an “In Day” is called. (Remember we are liable when

Line-of-Sight supervision is not maintained)

P.T.A.

Teachers are encouraged to join this organization – they are a great support to the school and community.

Public Relations

- Provide regular classroom communiqués. These should reflect proper grammar, Magna Elementary and a date written at the top, and have prior office approval before copying.
- Provide office with a copy of any note going home
- Confer with parents when problems occur.
- Use positive reinforcement
- Stay in close contact with the parent if student is experiencing academic or behavior concerns

Records

Attendance cards, blue grade transmittal sheets, and cumulative folders are to be kept accurate, up-to-date, and are to be written in black ink. "White Out" should not be used to correct mistakes. To change, write over mistakes and initial.

- Cumulative folders will be kept in the office with two exceptions.
 - When a student moves the teacher will be given the CUM to fill out. The record should be completed and promptly returned to the office. The records will be forwarded to the student's new school.
 - At the end of the year teachers will be given a cumulative folder for each student. This is to be filled out in black ink recording final grades and attendance.
- Teachers have access to the cumulative records of their students at the office.

Referrals

Students may be referred to the office for: attendance, achievement, behavior, physical handicap (speech, hearing, etc.), promotion or retention.

- Teachers will document instructional/behavioral interventions prior to referral. (Minimum of three)
- Teachers will obtain and fill out the "At Risk Intervention Documentation" form, attaching documented intervention to this form.
- Teachers will notify parents that a referral is being made and record the notification date on the AT/Risk form.
- Promotion/Retention is a team decision.
- Students needing interventions due to lack of academic progress must be brought to TST for help and guidance.

Report Cards

- Report cards are to be given at designated times.
- Students on vacation, absent, etc., when cards are given out will receive the report card upon their return.
- District guide-lines for report cards will be followed.
- Parent notification is required prior to issuing D's, I's and/or U's. This notification will be documented.

Sexual Harassment

Granite School District is committed to providing in each school a safe, orderly environment where students, staff, parents, and all others are treated with courtesy and respect. Sexual harassment by students is an automatic red slip. See "Sexual Harassment Policy" and Memos #32 & #113.

Supervision –*Student*

- Teachers will be responsible for students during school hours.
- Teachers will not leave students unattended.
- Students will not be allowed to participate in unsafe activities, i.e., playing warball, football, cutting with knives or paper cutter, moving equipment, etc.
- Teachers will provide **Line-of-Sight** supervision if students are allowed to stay in the room at recess (work completion or discipline).
- Teachers will be on duty when assigned.
- Teacher will:
 - avoid over-matching students in size, weight or numbers.
 - inspect equipment before using it.
 - use common sense.

Supervision – *Teacher*

- Teacher performance shall include but not be limited to the “Standards for Satisfactory Teacher Performance.”
These standards address:
 - instructional planning and performance
 - classroom management and student discipline
 - personal conduct and characteristics
 - professional relationships and responsibilities
- Provisional teachers will receive two formal written evaluations during the year.

Telephone

- Students may not call to make play arrangements
- Students must have written permission from their home room teacher to use the telephone.
- Cell phones are not to be used during school hours.

Textbooks

- Teachers will use a check-out system to keep track of textbooks given to students.
- Students will be responsible for textbook care.
- Students will pay for damaged or lost books.
- Staff will determine textbook needs.

Visitors

- All visitors must sign in at the office and receive a visitor's tag before entering the rest of the school building.
- Parents are welcome and may visit a classroom anytime; however, they should have a specific reason for visiting. Normal visits will be from 30 – 45 minutes and should be cleared with the office and the teacher in advance.
- Visiting students are not permitted in the classroom.
- Visitor must check in at the office prior to classroom visits.

Workroom

- Staff and adults only (no students or children unless supervised by an adult)
- Clean up after each visit.

