

TITLE: STUDENT MANUAL

**Granite School District 2006-2007
Year Round School Calendar**

School Begins.....Track A July 26, 2006
 Track B July 26, 2006
 Track C July 26, 2006
 Track D Aug 14, 2006
 School Ends.....Track A Jun 1, 2007
 Track B Jun 29, 2007
 Track C Jun 29, 2007
 Track D Jun 29, 2007
 First Term Ends.....Track A Nov 3, 2006
 Track B Nov 3, 2006
 Track C Nov 3, 2006
 Track D Nov 17, 2006
 Second Term Ends.....Track A Feb 23, 2007
 Track B Feb 23, 2007
 Track C Mar 9, 2007
 Track D Mar 9, 2007
 Third Term Ends.....Track A Jun 1, 2007
 Track B Jun 29, 2007
 Track C Jun 29, 2007
 Track D Jun 29, 2007
 SEP – Teacher Comp. Days – (No School)
 A,C,D Tracks.....Tuesday, September 5, 2006
 B Track.....Monday, September 25, 2006
 A,B,D Tracks.....Wed. November 22, 2006
 C Track.....Monday, November 27, 2006
 A,B,C,D Tracks.....Thursday, April 5, 2007
 No School on the following days:
 Labor Day.....Monday, September 4, 2006
 UEA.....Thurs. & Fri. October 12 & 13, 2006
 Thanksgiving...Thurs. & Fri. Nov. 23 & 24, 2006

Winter Recess.....Mon. Dec. 25, 2006 thru Mon,
 Jan 1, 2007 (School reconvenes Tues. Jan. 2, 2007
 No School on the following Days (continued)
 MLK, Jr. Day.....Monday, January 15, 2007
 Presidents’ Day.....Monday February 19, 2007
 Spring Recess.....Friday, April 6, 2007
 Memorial Day.....Monday, May 28, 2007

Magna Elementary Bell Schedule

8:35 – First Bell – School Begins

8:40 – Tardy Bell

Morning Recess:

10:15 – 10:30 – 2nd, 3rd, 5th

10:30 – 10:45 – 1st, 4th, 6th

Lunch:

11:45 – 12:25 – First Grade

12:00 - 12:40 - Second Grade

12:10 – 12:50 – Third Grade

12:30 – 1:10 – Fourth Grade

12:40 – 1:20 – Fifth Grade

12:50 – 1:30 – Sixth Grade

Afternoon Recess:

2:15 – 2:30 – 1st, 2nd, 3rd

Dismiss School:

3:40 Regular Day

1:40 Planning Day

A.M. Kindergarten Schedule:

8:40 – 11:50 Regular Day

8:40 – 10:50 Planning Day

P.M. Kindergarten Schedule:

12:30 – 3:40 Regular Day

12:30 – 1:40 Planning Day

Arrival at School

Students are asked not to arrive at school before 8:20 A.M. Assistance is available 20 minutes before school and 15 minutes after school if students have emergency needs. A student needing assistance should immediately go to the office. When weather is extreme, students will be invited into the multipurpose room at 8:20 A.M.

SECTION 1 – SCHOOL ATTENDANCE

Admission

State Law requires a child to be five years of age on or before September 1 to enter kindergarten, and six years of age on or before September 1 to enter first grade.

If the child has not attended school before, or has never attended school in Utah, it is mandatory that the parent bring a birth certificate for the child. Utah State Law also makes it mandatory for parents to present evidence that the child has been immunized against polio, MMR (measles, mumps, rubella), DTP (diphtheria, tetanus, pertusis), Varicella (Chicken Pox), Hepatitis A, and Hepatitis B, before entering a Utah school.

Attendance

School attendance is required by State Law. Your child should be in school unless he or she is ill. If your child becomes ill at school, we will contact you.

A child is not permitted to leave school or the school grounds before regular dismissal without prior written consent of the parent or guardian. Notes for early dismissal of students for the purpose of medical/dental appointments are required. Parents must check students out through the office in all cases of early departure.

Absence Policy

When your child returns to school after an absence, please send a signed note to the office explaining the absence. If your child will be absent for more than two consecutive days, please contact the office. Please plan family vacations during off track time.

We encourage you to schedule medical/dental appointments outside school time whenever possible. If your child has a medical appointment during school hours be sure to get a note from the doctor and send it with your child when he or she returns to school. The note should be turned into the office.

Habitual absenteeism will be reflected in student grades. In the interest of the child, parents will be notified after 5 days of unexcused absence. After 10 days unexcused absence, the parent will receive

notification of a pre-court hearing. After the pre-court hearing the student's attendance will be monitored by the Attendance Specialist. If parents fail to attend the pre-court hearing, they are automatically referred to the Salt Lake County District Attorney's office for prosecution.

Tardiness

School starts at 8:35 A.M. each day. Students are expected to be seated and in their classrooms when the next bell rings at 8:40 A.M.

After School Detention

Students will not be kept after school without parent permission.

Stay in From Recess

If a student has been ill or has some other medical reason not to go outside, please provide a note from your doctor.

Change of Address or Withdrawals

Please notify the school office of any change of address or telephone number. It is very important that we have a telephone number where we can reach parents in the event of an emergency. We also need to be notified of plans to withdraw a student from Magna Elementary. All books must be accounted for before a final report card will be issued.

Out-of-School Activities

Families are encouraged to schedule out-of-school activities during off-track time. This includes vacations, dentist, doctor and optometrist appointments, and other activities that would interfere with student attendance

SECTION 2 – HEALTH AND SAFETY

Pedestrian Safety

Students should use the recommended walking routes while traveling to and from school.

Please show respect for the property of others when walking or riding to and from school. Avoid cutting across lawns, picking flowers, and littering the neighborhood with your school work. Please be sure to follow the "ENTER" and "EXIT" signs posted at the driveways when dropping off or picking up your children at school.

Inclement Weather

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Occasionally, we must cancel recesses due to extreme weather conditions. As a rule, however, please have children come to school prepared to play outside.

Student Dress

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/grooming and the successful operation of the school with respect to discipline as well as 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. Student dress should be modest, clean, and suitable for the various learning activities going on at school. As students dress each morning, 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 such as short shorts or mini skirts (measured by finger tip length down the leg), and bare midriffs (measured by arms up in the air), halter tops or tank tops.
- Hats, scarves, and babushkas are not to be worn in the building.
- In the interest of good hygiene, proper footwear (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.
- Clothing should reflect the Community of Caring values and be free from anything that is vulgar or that degrades or demeans others.

- For health or safety reasons, students may be required to wear certain types of clothing in connection with specialized activities (e.g. Field trips)
- Hair should be clean and groomed. No extreme hairstyles (colors or cuts) that distract from the learning environment are allowed.

Accidents and Illness 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 for 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 & bandaids)

If the student becomes ill during school, the parent will be contacted by the school and the child will be brought to the sick room. Parents will be asked to take the child out of school.

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.

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).

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. Please check your child

when this note comes home. If you would like the school to check your children please contact the office.

SECTION 3 – Home/School Communication

Parents will receive notice of student's progress. This includes a minimum of three midterm reports indicating subject areas in which a child is producing below "C" grade work. Report card grades will be given at the end of each trimester at SEP conferences. Additional information on the student's progress may be sought by the parent at any time throughout the year. However, progress inquiries should be made before or after school, not during instructional time.

Parents have the right to express concerns freely and openly, without fear of retribution from the school personnel. Concerns about the classroom should be brought to the teacher's attention first, then to the attention of the principal. Experience has shown that discussing serious concerns with friends or neighbors does not serve the child or the school.

Parent Visits

Parents are invited and encouraged to visit the school. We ask that you arrange your visit with the teacher in advance, and that you check-in at the office to pick-up a VISITOR PASS when you arrive. We are unable to have friends or relatives (including pre-school brothers or sisters) spend time in the classroom with students.

Use of Office Telephone

The telephone located in the school office is for business only. Students may get a phone pass from their teachers and must present the pass at the office in order to use this phone. Neither teachers nor students will be called out of class for a phone call, except for extreme emergencies.

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.

Pupil Services Team

Our pupil services team provides a number of support services for special need students including: Speech, Hearing, Vision, Occupational Therapy, Counseling, Special Education (IDEA), and ESL support for Limited English Proficient (LEP) students. We also provide an ACCESS program for the identified core of gifted and talented students.

SECTION 4 – GENERAL INFORMATION

PTA

Magna Elementary has a great PTA! We encourage you to join and become an active participant in the association. We welcome parent volunteers, and encourage you to attend all PTA programs. PTA funds go to provide students field trips, vision screening, maturation programs, Dads and Donuts, Moms and Muffins, assemblies, and other enriching activities.

COMMUNITY COUNCIL

Our Community Council meets monthly to discuss issues and come up with solutions to improve our school. They help us develop the school's improvement plan and determine the needs of the school and help budget the Land Trust and QTSA funds.

FIELD TRIPS

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. 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.

Fee Waivers

No fees are charged for our regular school program. Extracurricular programs requiring fees are subject to the restrictions listed in the Fee Waiver Policy posted in the school office. We periodically request donations to help fund various activities. Donations are voluntary and anonymous. Participation in the activity for which donations are solicited is *not* conditional on student donation.

Student Planners

Magna Elementary provides each student free of charge with a personal planner, which includes this handbook. The planner is a school textbook, required as part of the daily curriculum activities. Lost planners must be replaced immediately. There is a \$5.00 charge for all lost planners.

Lost and Found

Lost and found items are stored near the door to the garden. Students and parents may check there for missing items. Please LABEL all coats, hats, gloves, boots, lunch boxes and thermos bottles brought to school. Students are responsible for any items they bring to school.

Because these items tend to accumulate over time, we periodically donate unclaimed items to charitable organizations. Prior to making this donation, an announcement is made through the weekly "Thursday Note" requesting that parents check for missing items.

Responsibility for Damages

Students are responsible for the condition of all textbooks and library books checked-out to them. A charge may be assessed if these books are lost or damaged beyond normal wear. Any child who willfully damages school property, or fails to return property lent to him/her when it is requested, will cause his/her parents to be liable for repair or replacement of damaged and/or

unreturned items, and will subject himself/herself to disciplinary action.

Classroom Treats

We welcome you to bring treats to school parties and for birthdays or other special recognitions. However, these treats need to be commercially packaged. Utah State Law mandates that treats prepared at home are *not* to be brought to school for consumption. Your PTA is familiar with these regulations and can give you further information as needed.

Pets and Other Neat Things From Home

The law requires that all dogs be confined by leash or fence. Dogs that visit school, except for show-and-tell, will be turned over to the county animal control center.

Pets, toys, and other neat things should be left at home. If a pet (or toy) is to be displayed for show-and-tell, arrangements should be made between the parent and the teacher as to the appropriate time to bring the pet (or toy). The pet (or toy) should arrive with the parent, and should leave with the parent.

Magna Elementary does *not* assume financial responsibility for loss or damage to personal property (iPod's, Cell Phones, Walkman's, CD's) brought from home. In short, leave these items home. They do not belong at school.

Items deemed by school personnel to be disruptive (e.g. Walkman's, Game boy's, toys etc) 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.

Bicycles, Blades, Scooters and Skateboards

Students are welcome to ride their bicycles to school. Once on school grounds, students are to get off and walk their bikes to the designated bike racks. Students are to lock their individual bikes (with their own locks) to the racks provided. Each year some students have their bikes stolen here at school. In most cases, these bikes were *not* locked. Students bringing their bikes or any other personal property from home (including balls, books, etc.) are

responsible for those items. Magna Elementary does not assume responsibility for loss or damage to bicycles or other personal property. Bike registration is available through city/county law enforcement agencies.

It has been our experience that blades, scooters and skateboards are disruptive at school. In addition to the accidents associated with these modes of transportation, it is difficult to find storage space for these items at school. Please encourage your child to leave blades, scooters, and skateboards home. Students who continually violate this policy will have their blades, scooter, or skateboard confiscated. It is the responsibility of the student to notify the parent and for the parent to come to school to pick up the item.

Breakfast Program

Magna students have the opportunity to participate in a breakfast program. Cost is 75 cents (30 cents reduced). Breakfast is served from 8:10 AM - 8:30 AM daily. Students arriving after 8:30 AM will *not* be served.

School Lunch (*Prices are subject to change*)

All students in grades 1-6 are invited to participate in our school lunch. The cost is as follows:

For each student

\$1.20 per day for regular priced lunch

\$.40 per day for reduced price lunch

\$.30 per day for milk only

Lunches are to be purchased for at least one week at a time, and should be purchased on the first school day of the week. If you wish to pay by the month, that would be welcomed. We also provide a monthly lunch and breakfast menu calendar for your planning.

Granite District policy prohibits allowing children to charge lunches.

Parking

Due to limited parking space patrons are not to park in staff parking areas at any time during school hours.

If patrons need to leave their vehicles for any reason while picking up or dropping off their students, they are required to park on the street or in the new parking area on the East side of the school.

After the second bell rings each morning, all patrons and students need to enter and exit through the main south door.

SECTION – 5 TRACK REGISTRATION

Track request information goes out to the community in January. Request letters are submitted to the office. Requests are processed by computer, randomly placing families according to the preferences listed. Our school is generally able to place 85%-95% of families on the track they listed as first preference. All students in a given family are assigned the same track, unless a family specifically requests separate track assignments for different family members.

Notification of track assignment is made late in April.

Track Change Requests

Should a change of track assignment be necessary, change requests are accepted in the office through mid-May. *A committee of parents from the community assigns priority order for completing track change requests. Change requests are granted according to this prioritization and space availability for the requested change.* It is our desire to honor all change requests. You will be notified by phone if the request can be honored.

Changes are made through the second week of August.

New families registering after track assignments have been made are assigned a track on a space available basis, filling the smallest classes first.

SECTION 6 - DISCIPLINE

The discipline program at Magna Elementary is centered on teaching students internal or self-discipline. It is our belief that helping students develop self-discipline is a major educational objective in preparing students for life. The development of self-discipline is a cooperative effort between home and school.

We are grateful to all students who build a sense of pride in MAGNA ELEMENTARY and who behave responsibly by following school rules. We emphasize the positive aspect of self-discipline by recognizing students through classroom awards, school certificates, 200 Club, notes home to parents, reward assemblies, special privileges, and positive visits with the

principal. Everyone who obeys the rules at school will be recognized in some way. Please read and discuss these rules with your child.

General School Rules

1. Magna Elementary is a place of learning. **We believe that teachers have the right to teach and students have the right to learn and no one has the right to be disruptive.** In accordance with that goal, students are expected to...

- ...treat students and school staff with respect.
- ...walk quietly when in the halls and in the restrooms.
- ...obey classroom rules.
- ...show good effort and achievement in school activities.

2. **A YELLOW SLIP** will be issued for disobedience to general school rules.

Consequences:

- 1st Step Educator warns student of behavior by changing color chart to yellow or warning or as determined by classroom discipline plan.
- 2nd Step Educator changes student's color chart to red or as determined by classroom discipline plan.
- 3rd Step Educator directs the student to go to a prearranged classroom for 15 minutes if in K-2 grade and for 30 minutes if in 3-6 grade. The student takes home the "Yellow Slip" note in his/her planner to be signed by the parent for communication only.

3. **A RED SLIP** will be issued to students for the following:

- a. Disrespect to teacher or supervising adult.
- b. Vandalism
- c. Placing self or others in danger, including but not limited to:
 - harassment
 - making threats
 - fighting
 - throwing objects
 - contact sports
 - being in off-limits areas
- d. Stealing
- e. Blatant disrespect or disobedience

- f. Sexual Harassment
- g. Profanity

Students receiving "Red Slips" will be required to spend time in the AC (Alternative Classroom) working on behavior and social skills or may be suspended from school and required to have a meeting of concerned adults before returning to school. If a student receives three "Red Slips" within a week, parents are called to arrange a conference with the principal, teacher, parents, and student. Severe infractions or failure to correct serious problems may result in a Safe School Referral to the Granite School District Student Service Director. A safe school referral has a minimum of three day of out of school suspension and up to ten days of out of school suspension.

4. The following are governed by state and municipal law and will be referred to the appropriate civil authority:

- a. Vandalism
- b. Pulling the fire alarm
- c. Use of tobacco, alcohol, or drugs
- d. Sexual harassment
- e. Violation of Safe School Policy

Safe School Policy

Granite School District has adopted the following "Safe Schools" policy: Student acts of criminal behavior that include physical assault, possession, display or use of a dangerous weapon or facsimile, threats against life or property or gang activity that places any person in imminent danger and/or requires a law enforcement investigation are prohibited in all Granite 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. (Board Policy IX-D-2) If anyone communicates the intent to bring a weapon to school we will inform the district police. **The Weapons Hotline is 481-7199** and all calls are confidential.