

OTHER WESTBROOK POLICIES IN A NUTSHELL 2009-2010

Address and Phone Numbers:

Please make an effort to always keep current address and phone numbers on the registration card at school. We never know when an accident might occur at school. We always need to know where we can reach you. It is nice to have several people and phone numbers on the registration card in case you cannot be reached.

Arrival Time:

Students should not arrive at school before 8:45 a.m. unless eating breakfast. Outdoor supervision in the BACK of the school begins at 8:45. Please parents, do not leave your children unsupervised at school on your way to work. Breakfast begins at 8:35 a.m. When a student is finished with breakfast, he/she should exit back outside through the side door and go around to the back of the building. Students and parents should not come into the halls in the morning until the bell rings. Teachers need the time before school to prepare for the day.

Bicycles, Skateboards, Rollerblades, etc

Students can ride their bikes, blades, and boards to the fence of the school property. Once on school grounds, children must dismount and walk their bikes, boards and blades. This will prevent collisions with other students. Bikes, boards, and scooters should be put in the bikes cage and locked with your own lock. Westbrook assumes no responsibility for lost, stolen, or damaged bicycles or any other personal property. We do not supervise the bike area or take any responsibility for finding lost items. If students do not want to assume the risk of loss, they should not bring equipment to school. When students do not get off their equipment at the school property edge, the equipment may be confiscated until a parent can come to pick it up. Scooters and skateboards will not be stored in the building. If they cannot be locked up to your satisfaction, please do not bring them to school.

Birthdays

Instructional time is very important for student achievement. The school discourages the bringing of flowers, balloons, etc. for the student's birthday. If these things are delivered, they will be given to the student at the end of the day. All treats must be commercially prepared and packaged. The classroom teacher determines when it is appropriate to distribute these. Please ask the teacher's permission when treats are brought to school.

Breakfast/Lunch Purchases

All meals are to be purchased in advance. All lunch money will be collected in the office. If cash, please fill out a lunch envelope. Checks should be labeled with student name and teacher. Money should be dropped into the black box labeled "Lunch Envelopes." Please pay for a week or a month at a time. Meals may not be charged. The price of lunch is \$1.40 (reduced lunch is \$.40) and breakfast is \$.85 (reduced breakfast is \$.30). Milk only is \$.30. Adults are not allowed in the lunchroom unless a meal is purchased. Adult lunch is \$2.50 and breakfast is \$1.50. Morning kindergarten students may eat breakfast but lunch is not provided for kindergarten students.

Checking Out a Student

All persons entering the school other than children must check in at the office. If you want to check out a student other than at dismissal times, we will call the student down to the office. Please sign the check-out book when you take a child out of school. Students must be checked out by a person listed on the registration card.

Dress Standards

Any dress or grooming which distracts from the educational experience is not allowed at school. In conjunction with the Granite District Policy, clothing must be "safe, modest, clean, and suitable for the various learning activities going on at school, and not advertise positions contrary to the instructional program of the district.

The following items are considered inappropriate for school for at Westbrook:

- Clothing or haircuts/styles that detract from the purpose of school or that cause inappropriate attention from other students. Hair should be a natural color.
- Clothing that advertises drugs, tobacco, or alcohol, or contains inappropriate, or violent language or illustrations are not allowed.

- Clothing that imitates that of “gangs”, such as sagging pants, displays of gang colors, or other gang apparel such as bandannas or hanging belts and chains. Clothing may not have gang writing on it.
- Hats, hoods and sunglasses are not to be worn inside the school building.
- Shorts and skirts must be of a modest length, generally no more than a few inches above the knee. Underwear should not be visible. Pajamas are not allowed at school except on spirit days.
- Short-shorts, tank tops, mesh or see-through tops, shirts that expose the midriff, shirts with oversized arm holes, spaghetti straps, or ripped clothing are inappropriate.
- In the interest of safety and hygiene, shoes must be worn at all times. Sandals with top and back straps may be worn if they are sturdy and protect the child’s feet. Please, no flip-flops!
- Shoes with built-in rollers are not allowed at school. The roller must be removed. Students may fall and hit their heads on concrete if they use these.

Drug Policy

The illegal use, possession, distribution, or sale of alcohol, tobacco, or any other 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.

Electronic Devices

Electronic games and devices should not be brought to school. We confiscate phones if they disrupt the instructional time at school or are used on the playground. Students who do bring such devices to school in their backpacks, do so at their own risk. If these devices are noticed in the classroom, they are confiscated. We do not want to spend instructional time looking for lost items or having students answering ringing phones. We store confiscated phones and devices in the office until a parent picks them up. The same policy applies to electronic games and listening devices or any other such device. All such collected items are discarded at the end of the year, if unclaimed before the last day of school. Schools have had some problems with inappropriate text messages and photos being shared electronically. Students will be disciplined for such events that may happen at school or that are initiated at home and affect the school in any way. Cyber bullying is not allowed and will be addressed if it affects the school environment, even when this bullying begins at home.

Epidemics

Granite School District follows the advice from the Salt Lake Health Department about epidemics. During periods of suspected epidemics, we will be sending students home immediately if they appear ill. Please be prepared to have someone pick them up immediately to avoid the spread of disease. Also, please do not send your student to school if they complain of being ill in the morning, even if this is inconvenient for you. This is for the greater benefit of ALL students.

Immunizations

According to state law, students must have a completed immunization record to attend school. After a grace period, students may be excluded from school until they complete the immunizations. If a student obtains an exemption for a particular immunization, that student may be excluded from attendance if the disease is reported in the school. We will make every effort to notify you if there is a problem with your child’s immunization record. The school receives a large fine if we allow students to attend without completing the immunizations, so we are careful to monitor this record.

Medication

All medications – including over-the-counter medications such as cough drops, aspirin, etc. – must be kept in the office. Teachers or office staff may not give any medication of any kind to students unless:

1. The medication/prescription drugs were hand carried by the parent to school.
2. The school has an “Authorization of Medication” form signed by a physician and the guardian. Exact directions must be detailed so that office staff members are not left guessing whether the student needs the medication or not. This form is available in the office and must be signed by the physician.
3. The medication is in a pharmacy labeled and current container. Medications will not be given to the student to take home. A parent must come to pick the medication up.

We want to avoid having medication given to children by their friends. Please do not send aspirins or cough drops in your child’s backpack. For short term needs such as administering antibiotics, you will need to come to school to administer the medications if your child needs them.

School Safety Policy

The Granite Board of Education follows a strict policy that carries the intent to provide all students and school employees who attend and work at Westbrook with freedom from undue concern for their safety. The following is prohibited:

- Any threat or act of violence
- Possession of any type of weapon, real or look-alike, regardless of intent. This includes pocket knives, small toys, and explosives such as pops and firecrackers.
- Any form of gang-related activity
- Any type of criminal activity
- Any destruction or defacement of school property, inside or outside of the building.
- Conduct at locations away from the school that threatens or does harm to the school or person associated with the school.
- Willful disobedience or persistent defiance of authority.
- The spread of violent, threatening, pornographic, or malicious emails, text messages, or photos. Students and staff should feel that their reputations are safe here at school.

Neighborhood disputes should not be brought to school and acted out on school property. This includes parents. Please act with dignity towards your own children and other people's children.

Sexual Harassment

Sexual harassment is any unwelcome action of a sexual nature. It can include inappropriate touching, exposure, and/ or verbal comments such as gender name-calling. Granite Board Policy has little tolerance for sexual harassment. Action will be taken against all offenders. Sexual harassment is viewed from the victim's perspective.

Tardiness

A warning bell will ring at 9:00 a.m. each day. Students are expected to be seated in their classrooms when the next bell rings at 9:05 a.m. When a student shows a pattern of frequent tardies (4 tardies in a trimester), the parent will be notified. After 4 tardies in a trimester, students may be assigned consequences.

Use of Telephone

The telephone located in the school office is for business and emergencies only. Students may get a phone pass from their teachers and must present the pass at the office in order to use this phone. Although we try to help you with your problem, we do not call teachers or students out of class for phone calls unless it is an emergency. We will take messages if necessary, but please try to make arrangements before school starts. We have limited secretarial staff, and if everyone asked for just one message, we would have 615 messages. Still, we are happy to help when you have an emergency.

Visitors and Volunteers

For safety reasons, all visitors and volunteers must check in at the office to obtain a visitor's pass. Please do not go directly to your child's class to get them out of class. All check-outs are arranged through the office. After school, please arrange a place outside the building to meet your child. This way you both know where to meet after school. Although all of our outside doors lock automatically now, the front door is open from 8:30-4:15.