

TRUMAN HANDBOOK



FOR PARENTS AND STUDENTS

*Policies, Procedures
and Code of Conduct*





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 students, 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.

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 students' 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

- Regular hours: 9:00 AM to 3:45 PM
- Early day: 9:00 AM to 1:40 PM
- Kindergarten classes are full day.
- Breakfast is served before school starting at 8:45 a.m. 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, diarrhea, 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 provided during registration. • Please refer to the MEDICATION GUIDELINES provided during registration.
Attendance, Tardies and Absences	• Attendance is required by state law. More importantly, student absences result in missed learning. Everyday matters. Please refer to the GSD ATTENDANCE POLICY. • School starts at 9:00 AM each day and tardy minutes will accrue toward attendance awards and truancy follow up. • 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 around 11:00 AM each day.
Check Out	• You may check out your student by coming to the office and showing valid ID. Only people 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 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/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 possible student allergies, latex balloons will not be allowed at school.
No Cell Phone Usage During	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

the School Day

authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school-sponsored activities.

- Cell phones or other electronic devices must be kept in a student's backpack and turned off once on school property. Smart watches should be set to silent or school mode during the school day. Students should use the office phone to call parents rather than devices. Students who violate this policy during the school day, including before school, 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.

Toys, Pets & Snacks

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 parents.

Gum is not allowed. Students can bring candy as part of their lunch but should refrain from sharing with others. If your student has a medical need for snacks throughout the school day, please work with our school nurse to create a health care plan.

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 of 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 with 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 chaperones should first check with the teacher. Chaperones that are approved GSD volunteers will be prioritized over non-background checked individuals.

Grades and

- You can check your student's progress at any time by going to <https://graniteschools.focusschoolsoftware.com/focus/index.php> to set up an account.

SEP Conferences

Only legal parents and guardians can set up Focus accounts. If you do not have access to a computer, computers are available in the office for your use.

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

Information Sharing

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 monthly.
- 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 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):

- GSD policy prohibits dogs on school property at any time..
- 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	• 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 the weather is extreme, students will be invited into the gym at 8:45 a.m. • Students are not allowed to be in the halls before or after school unless assigned by safety patrol, student council, or administration.
Visitors	• 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	An inside day will be called 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	<i>(Please see the Truman Behavior Plan located on the school website for more information)</i> • KYHFOOTY: Keep Your Hands, Feet, and Other Objects to Yourself • Be on Task • Follow Directions the First Time Given
What Happens When You Follow the School Rules?	Truman Elementary promotes positive school-wide behavior, hard effort, and achievement. Students are continuously recognized for their 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: • <u>SOAR Tickets</u> – Individual students can earn SOAR tickets for following the school rules and for overall school effort. Students use SOAR tickets to purchase items at our SOAR Store.

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

- Thunderbucks – 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.
- Clip Chart - Each class uses a clip chart. Students who are following the rules clip up and receive verbal praise. Teachers create a system of rewards based on what level the student ends the day on.

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 on the clip chart
- 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 people associated with the school.

Consequences of violation of the GSD Safe School policy may include but are 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 are appropriate for the specific circumstance.