

# EMERGENCY PROCEDURES and SCHOOL POLICIES

## Emergency Drills

We hold regular drills to teach children to respond calmly in the event of an emergency. Evacuation plans are posted in each room, showing how to exit the building in an orderly fashion, where to meet teachers, and the procedure to follow for returning to the classroom. We will have a fire drill monthly, one earthquake drill, or one lockdown during the year.

## Severe Weather Policy

School is always in session unless the weather makes it impossible. School may start two hours late (10:50 AM) on severe weather days to allow for snow removal. If in doubt, please listen to the morning radio and/or television news for current information.

## Medication

Students who need to take prescribed medication must have the appropriate forms signed by a physician and parent, before medication can be dispensed. Medication such as Tylenol or aspirin will not be given to students by school employees. Students are allowed to carry one day's dose of medication with them, but school employees are not allowed to administer it.

## Sickness

Please keep your child home when he/she is running a fever or is otherwise sick. Sick children cannot learn and others are unnecessarily exposed to the illness. If the student needs to stay in during recess, a note must be sent from home. After staying in for two days, a note from a doctor will be required.

## Traffic Patterns and Safe Arrival and Departure Procedures

All student arrivals and pick-ups by private vehicle will be done on the WEST or EAST driveways, or on 1350 South. **No private vehicle travel is permitted in front of the school in the bus zone from 8:30 to 9:00, and from 3:20-3:45. It is against the law to park in a school bus zone, or pass a loading/unloading school bus.** Please note that only one way travel, from west to east, is permitted in the bus zone. If you have to park on the street, please take care to stay away from mailboxes.

## Walking

Please review the safest route for your child to walk to and from school. Students should understand that they are to stay on sidewalks, and must cross the street at the crosswalks. Crossing guards are stationed at 1000 West 1290 South, 1290 South 1100 West, 1350 South 1250 West, 1700 South Allison Way, and 1000 West 1700 South.

## Bicycles

If your child rides his/her bike to school, it is his/her responsibility to properly park and lock the bike. Bike racks are located on the east and west sides of the school. Make sure your child has a bike lock and knows how to use it. **Bike riding is not allowed on school grounds.** Students must walk their bikes while on the school grounds. If your child's bike is vandalized while at school, please notify the police.

## Student Arrival Time

The school day begins at 8:50. Students should not arrive too early. No playground supervision is provided before school. Teachers need their morning time to prepare for the school day. It is difficult when students are in the building. In the case of severely inclement weather, students will be allowed to enter the building, sit in the halls to read, rest, or do homework. Unless otherwise noted, students must remain outside until the first bell rings at 8:50. (Children eating breakfast may enter the building through the door closest to the cafeteria only, and **not before 8:25.**)

## Attendance

Children are expected to be in school except for illness or cases of emergency. Please avoid keeping students home to babysit, go shopping, play with visiting friends or relatives, or to go on vacations. These are considered unexcused absences. Work from absences should be given to the student when they return to school (not prior). Teachers are not expected to make up lessons or re-teach when a child has missed school for unexcused reasons.

Please send a note of explanation with your student the day he/she returns to school. When a child (or group of children) is truant, it must be reported to the office immediately. Children are required by law to be in school until age 16. If they are truant, a citation will be issued by the school or a police officer with a fine attached. A truancy citation may be issued to a student with two unexcused absences in a six week period. If a student persists in being absent without a valid cause, juvenile court authorities will be contacted.

### **Attendance Phone Calls**

Parents, please call the school at 402-2206 by 9:00 if your child(ren) will not be at school. If a call is not made, the absence will be recorded as unexcused.

### **Tardiness**

Coming to school on time is extremely important. Tardiness not only interrupts the individual student's education, but the education of everyone else in the class. Please help your child arrive at school at the proper time (8:45). Daily instruction starts at 8:50 AM. Three tardies in a term will be counted as one unexcused absence. A truancy citation and fine may be issued to a student with persistent tardy marks.

### **Checking in or out of School**

Only a parent, guardian, or someone listed on the child's registration card may check a child out of school. Picture identification will be required to check students out. Students returning to school or coming late must check in at the office.

### **Staying After School**

State law prohibits keeping children after school past 3:25 unless parents have been notified and have given permission prior to that time.

### **Dress Code**

We encourage children to come dressed in a manner that reflects pride in themselves and in the school. Students will not be allowed to wear clothes that are dirty, mutilated, or immodest such as bare midriffs, halter tops, tank tops, short shorts, pants with holes, or other similar attire. Clothing associated with gangs or which advertise any illegal substance shall not be worn. Bandanas cannot be worn by boys or girls. For a full copy of the district dress code, please visit the web site at [www.davis.k12.ut.us](http://www.davis.k12.ut.us)

### **Field Trips/Assemblies**

In order for your student to participate in a field trip, a permission slip signed by a parent or guardian releasing your student from school grounds, and school liability must be turned in. If your child does not bring a signed permission slip, he/she will remain at school in a supervised classroom. It is permissible to ask for donations for special occasion gifts, projects, or field trips. All students with a signed permission slip will be allowed to go on the field trip whether or not they contributed.

Assemblies are scheduled and posted on the master schedule in the office. Assemblies are paid for with money generated by school fund raising.

### **Fund Raising**

Fund raising activities are approved through the administration and the district on a yearly basis. Children are never encouraged to sale door to door. The school conducts fund raisers which pay for assemblies and activities. The PTA generally conducts fund raisers to fund their programs such as the book giveaway, birthday recognition, field day, the newsletter, teacher appreciation, and others. While support is always appreciated, there is never any obligation to participate. A list of all proposed fund raisers for the year will be included in the Back-to-School Folder.

### **Homework**

Homework is an important part of learning and retaining information. It should be used as reinforcement for skills previously learned. A general rule regarding homework is a maximum of 30 minutes daily for primary grades, and one hour for intermediate grades. If your student consistently spends more time than this, chances are that he/she is not using class time well.

### **Nuisance Items**

Toys, radios, electronic games, trading cards, walkie-talkies, etc. should not be brought to school. These and similar items disrupt. Teachers will take these items until they can be returned to a parent/guardian. **Skates, rollerblades, roller shoes, scooters, and skateboards are never allowed at school.**

### **Electronic Devices**

All items such as cell phones, Ipods, and MP3 players may not be used during the school day. Each classroom is equipped with a phone that students may use during the school day if necessary. If these items are used during the day, adults will confiscate them and a parent will be asked to retrieve them from the office. We are not responsible for lost or stolen items.

### **Outdoor Play**

Students are expected to remain outside the school building before school unless the weather is extreme. Students are also expected to be outside during recess and lunch periods. They must wear clothing that is suitable for the weather. Recess is a break for students and teachers. Children are encouraged to go outside and be engaged in physical play.

### **Lunch with Your Children**

We invite all parents to join their children for school lunch. We ask that you phone the school on the morning of the day you wish to eat so that the kitchen can make the necessary accommodations. It is preferred that you try to meet your child during his/her regularly scheduled time so that he/she does not miss valuable instructional time.

### **Special Needs**

There are several services available through the school and district in Speech and Hearing therapy, Psychological testing, School Counseling, Nurse, Resource help, and Parent Education Resources. If you have any questions regarding these services, please call the school.

### **PTA/Volunteers**

The PTA (Parent Teacher Association) is a very welcome and essential group in our school. They are supportive and extremely helpful in providing the "icing on the cake" in our children's education. We need to support this organization and its officers in every way possible. Please mark the PTA general meetings on your calendar and plan on attending each one during the year. Volunteers are **so welcome**, and are asked to check in at the office before reporting to classes for work. Your hours as volunteers mean money to our organization. All parents are asked to fill out a volunteer form at Back to School Night. The PTA is anxious to help coordinate volunteers and their services, and would love to have your help!

### **Work Room Safety**

We strongly encourage parents to help teachers whenever possible. We do want to make sure that you are safe when working in the school. It is because of our concern for safety we **absolutely forbid children in the work areas**. Heavy, hot, and dangerous machines are not to be operated by anyone under 18. We have several copy machines in the building. Please refer to the information posted on each machine when operating them. The guidelines set forth are not intended to be limiting, just effective. All volunteers using machines must be trained. Please let your child's teacher know if you need training so that arrangements can be made.

### **Telephone**

Our school number is **402-2200**. School phones are answered between 8:00 and 3:45. Students may use the phone when sick, injured, or for a major problem. Students will not be called to the phone from class unless it is an emergency.

Don't expect your child's teacher to answer the phone during school hours. Please leave a message and they will get back to you as soon as possible.