



# Tolman Elementary

Home of the Tigers

Steve B. Hammer, Principal

Vickie Jessen, Assistant Principal

## **SCHOOL POLICIES AND PROCEDURES**

## **Tolman Elementary 2018-2019 Faculty & Staff**

Principal	Steve Hammer
Asst. Principal	Vickie Jessen
Secretary	Jan Kawaguchi
Special Assignment Counselor	Tricia Ferre
Head Custodian	Eddie Wong
Part-Time Custodian	Joseph Lanza
Part Time Custodian	Rachel Falkner
Kindergarten	Maddie Sorenson
	Nicole Crandall
1 <sup>st</sup> Grade	Shaan Bartschi
	Loriann Taylor
	Mia Hope
2 <sup>nd</sup> Grade	Kathryn Bingham
	Jennifer Halversen
3 <sup>rd</sup> Grade	Joann Jenkins
	Robyn Gabriel
2 <sup>nd</sup> /3 <sup>rd</sup> Split	Teresa Simon
4 <sup>th</sup> Grade	Sandra Dearden
	Kortni Farnes
5 <sup>th</sup> /6 <sup>th</sup> Split	Nicole Carter
	Rachel Cox
	Brynn Westwood
5 <sup>th</sup> /6 <sup>th</sup> Split TA	Andrea Davis
ELA coordinator	Michelle Daly
Resource	Jordan Forsyth
Resource TA	Amanda Petty
3-4 Learning Center	Tawney Droubay
5-6 Learning Center	Cynthia Wagstaff
Paraeducator	Mary Anne Wiseman
Paraeducator	Sheri Beus
Paraeducator	Linda Baugh
Paraeducator	Jamie Winkelman
Media Specialist	Rebecca Hatch
SEM	Beth Bohn
Speech Therapist	Shelly Alvey
Psychologist	Tevyn Tanner
School Nurse	Sarah Hoskins
STS	Ally Johns
PROS Officer	Dave Gill
Office Aides & Playground Duties	Sue Ryerse
	Kelly Page
	Laurie Beck
Lunch Unit Manager	Cheri Harris
Lunch Assistant	Pam Peterson
Lunch assistant	
Office lunch assistant	
504 Aide	Jill Hill
	Jenny Shirley
	Cecily Cook
	Allyson Vermillion
	Melissa Miller
Music Specialist	Lori Tilley
P.E. Specialist	Lori Kunz

Computer Specialist  
Math Teacher Assistant  
Reading Teacher Assistant  
STAR coordinator

Linds Campbell  
Tara Norbe  
Laurie Beck  
Ozie DeMoura



## PTA Board

### Executive Board

	<u>Name</u>	<u>Phone Number</u>
President	Cara Rigby	
President Elect		
Secretary		
Treasurer		

### Commissioners

Carnival - games  
Carnival - food  
Fundraising  
Volunteer Coordinator

Book Fair  
6<sup>th</sup> Grade Graduation  
Reflections  
Red Ribbon Week  
Green Ribbon Week  
Vision Screening  
Art Night  
Birthday Bulletin Board  
Newsletter  
Field Day

For the Love of Reading

Watch DOGS

SEP Dinners

Volunteer Appreciation

Yearbook

School Play

## Tolman Elementary

School Phone: 801-402-1900

School Fax: 801-402-1901

### Daily Schedule

#### AM Kindergarten

Monday – Thursday.... 8:50 – 11:30

Friday..... 8:50 – 10:50

#### PM Kindergarten

Monday – Thursday.... 12:45 – 3:25

Friday..... 11:25 – 1:25

#### 1<sup>st</sup> – 6<sup>th</sup> grades

Monday – Thursday.... 8:50 – 3:25

Breakfast 8:15 – 8:40

Friday..... 8:50 – 1:25

#### AM recess

5<sup>th</sup>/ 6<sup>th</sup> (4<sup>th</sup> on M, Tue, F) .....10:30 – 10:45

K – 3 (K on F) .....10:45 – 11:00

4<sup>th</sup> on W, Th .....11:00 – 11:15

#### Lunch

1<sup>st</sup> .....11:50 – 12:25

2<sup>nd</sup>, ..... 11:55 – 12:30

3<sup>rd</sup>, Simon, Droubay .....12:05 - 12:40

4<sup>th</sup> Wagstaff .....12:10 – 12:45

5<sup>th</sup>/6<sup>th</sup> .....12:20 – 12:55

#### PM Recess

K - 4<sup>th</sup> ..... 2:00 – 2:15



# TIGER TOWN TIPS for TEACHERS

**DRESS:** Business Casual, Dress for Success, Only wear jeans on Friday, Dress Professional at all times, Dress as a role model for your students, no flip-flops-our school is not a beach

**RESPECT:** Speak to your students and treat them as you would want your own children treated. Say yes Ma'am and No Sir-even when responding to your students. Speak to other teachers in a positive manner. Speak positively of everyone (including students.) Be approachable-there should never be repercussions when a parent talks to you about an issue with their child.

**ENTHUSIASM:** Fake it til' you make it! Love what you do, even on days when you don't. Don't let your personal life affect how you treat your students. Leave your problems at the door. Stand up and move around to maintain close proximity to every student.

**REFLECT & MAKE CHANGE:** Every teacher is a student and every student is a teacher. Don't be afraid to take risks and try something new. Work as a team and make changes. Always have the common goal of helping your students succeed in mind. Be willing to go out of your way to help your students and other teachers.

**SHOW LOVE & COMPASSION:** You never know what is going on in a student's home life, so be kind ALWAYS. Involve parents and remember that you are a team. You're in this together. There is NEVER any reason to belittle a student.

# TIGER TOWN TIPS for STUDENTS



## BE RESPONSIBLE.

- Be on time and prepared for school.
- Call me if you have a question about homework and leave a message – once. (#28)
- Complete all your assignments, doing your best work.
- When grading other students' papers, give only the correct grade (#12)
- Follow along when we read together in class (#13)
- Answer all written questions with a complete sentence (#14)
- You must complete your homework every day (#16)
- Be as organized as possible (#18)
- Follow the specific classroom protocols (#21)
- You may bring a bottle of water to class, you may not leave for a drink of water during class (#22)

## BE RESPECTFUL AND KIND

- Respond to adults (#1)
- Make eye contact (#2)
- Respect other students' comments, opinions, and ideas (#4)
- Do not show disrespect with gestures (#8)
- Surprise others by performing random acts of kindness (#11)
- When a substitute teacher is present, all class rules still apply (#20)
- Know other teachers' names and greet them in the hall by name (#23)
- Greet visitors and make them feel welcome (#25)
- Do not save seats in the lunchroom (#26)
- Do not stare at a student who is being reprimanded (#27)
- After dining in the cafeteria or elsewhere, be responsible for your trash (#30)
- If someone drops something and you are close to it, pick it up (#35)
- During an assembly, do not speak or call out to friends (#40)
- If anyone is bullying you, let me know (#48)
- Stand up for what you believe in (#49)
- No matter the circumstances, always be honest (#53)
- Be the best person you can be (#55)

## BE COOPERATIVE AND HAVE A POSITIVE ATTITUDE

- If you are asked a questions in conversation, ask a question in return (#6)
- Subject transitions will be swift, quiet, and orderly (#17)
- When homework is assigned, do not moan or complain (#19)
- On a bus, always face forward (#32)
- Be positive and enjoy life (#50)
- Live so that you will never have regrets (#51)
- Learn from your mistakes and move on (#52)
- Carpe Diem (Seize the Day) (#54)

## USE GOOD MANNERS AND EXPRESS GRATITUDE

- Congratulate classmates (#3)
- If you win, do not brag; if you lost, do not show anger (#5)
- Cover your mouth when you sneeze or cough and say excuse me (#7)
- Always say thank you when given something (#9)
- When you receive something, do not insult the gift or the giver (#10)
- Do not ask for a reward (#15)
- Keep yourself and the bathrooms clean and germ-free (#24)
- The ABC's of etiquette (#29)
- In a hotel room, leave a tip for the hotel workers who clean your room (#31)
- When meeting new people, shake hands and repeat their names (#33)
- When offered food, take only your fair share (#34)
- Hold the door for people rather than letting it close on them (#36)
- If someone bumps into you, say excuse me, even if it was not your fault (#37)
- On a field trip, enter a public building quietly (#38)
- On a field trip, compliment the place y7ou are visiting (#39)
- At home, answer your phone in a polite an appropriate manner (#41)
- On escalators, stand to the right, walk to the left (#43)
- When walking in line, keep your arms at your sides and move quietly (#44)
- Never cut in line (#45)
- No talking in a movie theater during the movie (#46)
- Teacher's Choice (#47)

## ***Attendance and Absences***

Regular and consistent attendance is essential for student growth and achievement. It is the responsibility of parents to ensure that their children are in attendance and punctual each school day. Attendance is also an important part of the Elementary and Secondary Education Act (ESEA

Attendance letters will be sent to students with excessive absences and/or tardies.

- You should receive an automated message when your student has been marked absent.
- **Please call the school by 9 a.m. to excuse your child's absence.**

## **Arrival at School**

### **Entering and Exiting the Building** – Davis

School District has installed additional security features at all schools in the district as a means to better secure our schools and provide for a safer school environment.

- All school doors are locked during the school day.
- Faculty and staff have card readers allowing them access to the building
- Guests will be identified and given access by administration/office staff when entering the school (through the front door). **All adults in the building must have a badge office issued identification sticker.** This is partially installed and we are awaiting the remainder of the equipment to implement this procedure.

As an additional measure, we ask that students enter and leave the building through the doors that they use for recess. We encourage students to choose a meeting place for after school where they will meet friends and siblings to walk home. We suggest those meeting places be near and around the playground area or the front of the school. We ask that parents encourage students to find their meeting place and make arrangements with friends to always be with a group.

Students who eat breakfast at school will enter and exit, for breakfast, through the outside lunchroom door.

## **STORMY WEATHER**

Schools in Davis County rarely close due to weather conditions. In the event of a severe storm, please listen to your local radio stations for notices concerning school.

We do not insist that children go outside at recess time during excessively wet, windy, or freezing weather. However, on a normal day, children are expected to go outside for recess and to have adequate outer clothing, jackets, gloves, etc. to be comfortable. On an optional day, children may choose whether to go out, and on an indoor day, all children must stay indoors due to weather conditions.

### **Staying after School**

Teachers or staff members do not ask or require students to stay after school for any reason unless you are contacted for permission.

#### **BABY SITTERS/DAY CARES**

If you have a baby sitter or a day care, please work with them to ensure that you receive all notices that are sent home from the school with your children. In order for us to contact him/her, please keep the baby sitter/day care's name, address, and telephone number updated on the registration card.

#### **LUNCH**

The school lunch program is available each day. For nutrition services information please go to <https://www.davis.k12.ut.us/departments/nutrition-services>

#### **VISITING SCHOOL GROUNDS**

Parents are welcome to visit the school, but they should always check in at the office. Children visiting in your home may not attend school - only those who are enrolled at Tolman Elementary may attend.

#### **SPECIAL SERVICES**

These are provided by the Davis School District. They include the resource program, school nurse, speech and hearing therapist, counseling, bilingual education, Title I reading and math programs, and psychological testing.

## ***Student Conduct***

### **Behavior and Discipline**



Good behavior is expected at Tolman Elementary! Each teacher has a discipline plan outlining expected student behaviors and consequences which will be shared with you. You may request a written copy of the discipline plan for your child's class at any time.

- School-wide expectations are centered on good manners and promote a positive atmosphere in the school.
- Fighting, swearing, bullying, disrespectful comments or gestures, stealing, and acts of vandalism will have serious consequences, and could result in suspension or expulsion.
- Gum chewing is not allowed due to the possible damage to the building, grounds, and school.

## School Discipline Plan

### DRESS CODE

School can be considered the "business world" of students.

Therefore, they should come to school appropriately dressed for

**learning.** Students should wear clothes that are clean, modest, and are an appropriate form of clothing for school. Shorts should be approximately knee length to 2 inches above the knee (the length shall be a credit card length from the top of the knee) and no gym, bicycle, or spandex shorts are allowed. Hats are not to be worn in the building.

### NOT PERMITTED:

pants that sag so that underclothing is exposed, miniskirts, short shorts, bare shoulders, tank tops, tops that expose bare midriffs and clothing that displays words, pictures, or symbols that are inappropriate, violent, or gang related. No tank tops or spaghetti strapped shirts are allowed. Flip flops, jelly shoes, slippers, and high heels that prevent children from running or participating in vigorous play are discouraged. Socks shall be worn with open-toed sandals. During cold weather, students should dress warmly with coats, hats, gloves, and boots. **Mohawks and extreme hair colors are also prohibited.** Cleats are discouraged due to the damage they cause to the floors.

### CLOTHES MARKED

Please mark clothes and other possessions with a child's name using some form of permanent marker on the inside of the article. Unmarked boots, caps, and gloves can get mixed up in the winter and often students do not recognize their possessions. Be sure to check the LOST AND FOUND occasionally for anything that may turn up missing.

### FIRST AID AND MEDICATION

The school attempts to reach parents when students are ill or injured. If we cannot reach you, we follow the instructions you have written on your child's registration card. Please keep this information up-to-date.

If a student needs medication because of doctor's orders, a parent must come in to the office for a form. This form must be signed by a doctor before any medication can be administered at school. A new form must be filled out each school year. All medication must be in licensed prescription bottles with directions on the outside.

Students and teachers will not be allowed to administer any medication at school. Please do not send aspirin or other medications with your child.

### **BUS STUDENTS**

Students riding buses should be at the designated pick-up areas a few minutes before the bus arrives. Students are expected to conform to all bus regulations and respect the bus driver. For safety, if a child is unable to exert appropriate self-control, the bus privilege may be withdrawn.

### **STAYING BEAUTIFUL**

We take great pride in Tolman Elementary School. Vandalism of any kind to our school or neighborhood should be reported immediately. Please help us maintain the security and beauty of our school and conserve tax money wasted cleaning up senseless acts.

### **TELEPHONES and CELL PHONES**

Messages for students may be taken by the Office when there is an emergency or when it is essential for a student to receive information. Since office telephones are constantly in use for school business, students may not use an office telephone unless given permission by the teachers. Parents are encouraged to call teachers when they have questions, leaving a message and phone number with the office. The school number is 402-1900.

Cell phones are not allowed for use in the class. Students need to keep them turned off, and in their back pack, during school time. The school is not responsible for lost cell phones or other technological devices. Students are encouraged to leave cell phones, i-pods, etc at home. **For more information please see our Electronic Devices Policy**

## **BULLYING**

Every student has a right to feel safe coming to school. Every student has a right to be educated in a safe environment. Sometimes we think we are just joking but sometimes our joking hurts other people. This is a form of bullying. Pretend is real. The bully doesn't get to decide whether or not someone is a victim. The person being bullied gets to decide.

**Bullying consists of the following behaviors and any others that threaten the physical or emotional safety of others.**

**Physical bullying:** Play fighting, real fighting, punching, pushing or shoving, staring, and kicking others.

**Verbal bullying:** Spreading rumors, threatening, name calling, teasing, jokes, gestures, being mean, and making gestures to others.

**Cyber bullying:** Sending mean messages and pictures through texts, emails, Facebook, or through any other social networks or websites.

What to do if you see someone bullying another student:

- **Tell** the bully to **STOP**. He/she may not be aware that they are being a bully.
- **WALK** away from the person bullying you and find the nearest adult.
- **TALK** tell the closest adult that you are being bullied or that you feel uncomfortable.

**Bullying** is **NEVER** ok.

## **BULLY-FREE POLICY**

**Tolman Elementary** will not tolerate bullying or like behavior. **Tolman Elementary** has determined that school should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, faculty, staff, students, parents, and volunteers.

Bullying can be physical, verbal, emotional, & cyber (which includes email, cell phone, Facebook, etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic.

### **SCHOOL PROCEDURES**

- **CREATE SAFE ENVIRONMENT**
  - Review Davis School District *Safe School Policy*
  - Set clear school and classroom rules for conduct
- **TEACH BULLY FREE STRATEGIES**
  - Manage classroom to stop bullying
  - Teach students how to deal with bullies
  - Talk about the duty of bystanders
- **CLEAR GUIDELINES FOR DEALING WITH BULLYING**
  - **Victim Strategies: If you feel you are being bullied**
    - Walk Away
    - Ignore
    - Tell the bully to STOP
  - If the bullying stops – problem solved!
  - If the bullying continues - report immediately to any of the following:
    - Teacher
    - Playground supervisor
    - Administrator
    - Parent
- **INVESTIGATE AND INTERVENE**
  - Victim statement (written if possible)
  - Witness statement(s) (written if possible)
  - Meet with accused bully and confront the problem
  - Clearly identify consequences if bullying behavior continues (examples: Loss of Recess, In-school suspension, Out of school

suspension, other consequences as decided by Case Management Team)

➤ **FOLLOW UP**

- Visit with victim
- Keep a record – Fill out discipline report and turn in to office
- Other actions as needed

## Top 5 Ways Educators Can Stop Bullies

A safe and supportive school climate can be one of the best tools in preventing bullying. Whether it's the classroom, the cafeteria, the library, the restrooms, on the bus, or on the playground, children need to feel safe—or they can't focus on learning. Working together, everyone at school can help create a climate where bullying is not acceptable.

Below are five tips to help teachers, administrators and other school personnel prevent bullying from occurring in school, as well as how to respond when it happens. The information comes from the recently re-launched federal website [www.StopBullying.gov](http://www.StopBullying.gov). Visit the new site for even more valuable resources for teachers, parents and students.

1. **Create a Safe and Supportive Environment:** Establish a culture of inclusion and respect that welcomes all students Monitor bullying “hot spots” in and around the building. Set a tone of respect in the classroom.

2. **Manage Classrooms to Prevent Bullying:** Develop rules with students so they set their own climate of respect and responsibility, and reinforce the rules by making expectations clear and keeping requests simple, direct and specific.

<u>What is Bullying?</u>	<u>What is an incident?</u>
1. Somebody is picking on me again and again and again 2. I am frightened and worried 3. This makes me feel unhappy all the time.	1. Someone was unkind to me today 2. I was hurt and upset 3. I don't think this will happen again I must tell someone.
<b><u>I MUST TELL SOMEONE!</u></b>	

3. **Stop Bullying on the Spot:** Intervene immediately. It's OK to get another adult to help. Don't talk to the kids involved together, only separately, and don't make the kids involved apologize or patch up relations on the spot.

4. **Find Out What Happened:** Get the facts, keep all the children involved

separate, listen without blaming and don't call the act “bullying” while you are trying to understand what happened.

5. **Support the Kids Involved:** All kids involved in bullying—whether they are bullied, bully others, or see bullying—can be affected. It is important to support all kids involved to make sure the bullying doesn't continue and effects can be minimized.

# Electronic Devices Policy

## Scope

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

## Definition

For purposes of this policy "Electronic Device" means privately owned wireless and/or portable electronic handheld equipment that are used for audio, video, or text communications. This equipment includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (e-readers, cell phones, iPhones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Nooks, Kindle's, iPads, Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods®, Walkman™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

## Possession and Use of Electronic Devices

Students may possess and use electronic devices at school subject to the following:

- Students may not carry or possess electronic devices at school and school-sponsored activities.
- Use of electronic devices during the school day, including pass-time between classes and lunch-time, is prohibited. They must be completely powered down, turned off and kept in your locker.
- Students may use electronic devices before 8:40 a.m. and after the final bell of the school day outside of the school buildings, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.
- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists.

## Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

## **Confiscation**

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

- Potential disciplinary actions
- Security of devices
- Prohibitions on audio or video recording
- Procedures of reporting violations
- Exceptions
- Strategies for use of technology that enhance instruction

## **Potential Disciplinary Actions**

- Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.
- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device for increasing periods of time for subsequent violations.
- Failing citizenship grades.
- In-school suspension.
- Out of school suspension.
- Expulsion.
- Removal of privileges for extra-curricular activities.
- Disciplinary consequences consistent with a school wide discipline program such as demerit points.
- Loss of extracurricular or honor privileges or recognition.
- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

## **Security of devices**

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

## **Reporting**

Individuals wishing to report a violation of this policy should contact a school administrator. Prohibitions on audio recording camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of an electronic device is strictly prohibited on school premises at all times.

### **Exceptions**

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current and valid IEP;
- the use is at the direction of a teacher for educational purposes;
- the use is determined by the principal to be necessary for other special circumstances, health-related reasons, or in an emergency.

### **Recess Policy**

Recess breaks provide students with fresh air, socializing, and exercise and are important parts of each day. Please be certain that your child is dressed appropriately for current weather conditions, *as all students are required to go outside for recess*. If we have severe weather such as high winds, lightning, bitter cold, or heavy rain, students will have an indoor recess. ***All students who come to school are expected to be healthy enough to play outside unless otherwise stated in their health care plan.***

### ***Emergency Preparedness***

**In an Emergency  
When you hear it. Do it.**



## Lockdown



## Shelter

## Lockout! Secure the Perimeter.

## Teachers

- Bring students into the building
- Increase situational awareness
- Take roll
- Business as usual

## Lockdown! Locks, Lights, Out of Sight.

## Teachers

- Lock classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Wait for responder to open door
- Take roll

## Evacuate! (Directions to Follow.)

## Teachers

- Lead evacuation to location
- Take roll
- Notify if missing, extra or injured students

## Shelter! (Directions to Follow.)

## Teachers

Shelter type  
Shelter method  
Take roll



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Each teacher will have a copy of the emergency evacuation information card with them in their emergency backpack.

- This card must be completed by parents as soon as possible to assure that the school staff may be aware of your preferred emergency contacts.
- The adults listed on this card will be the **ONLY** adults the students will be released to. Any other adult showing up may stay **WITH** the student, but they will **NOT** be permitted to leave with them. Adults not recognized by the school staff will be asked for identification.

**Drills:** Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

**First Aid:** It is our policy to try to contact parents when children become ill or injured. The school is limited to first aid only. Emergency medical services may be sought for more serious injuries. Please be sure to inform the school of any changes in telephone numbers or persons to contact in case of emergency.

**Medication:** If your student must take medication during the school day, please contact the school for special arrangements. We are not allowed to dispense medicines to students without the appropriate paperwork in place. Cough drops may be kept in the student's backpack and used as needed, but may not be shared with others.

**Child Abuse / Neglect:** It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

**Crosswalks/Pedestrian/Bus Safety:** Our students' safety is our primary concern. Students should follow established walking routes. A copy of the Student Neighborhood Access Program plan is available on our webpage, or by request to office personnel. Depending on where

you live, your child must cross busy streets at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians - looking both directions before crossing, staying on sidewalks, crossing at crosswalks, etc. ***Bicycles, roller blades, skateboards, and scooters should not be used on school grounds at any time.***

**Bicycles:** A bicycle storage area is provided at the school. Students use this area at their own risk. Bicycles and scooters should remain locked on the bike racks during the day. Due to safety issues, students are asked to "walk" their bicycle or scooter while on school property. We ***cannot*** assume responsibility for stolen or damaged bicycles. **Skateboards and rollerblades** are not allowed on school property. Shoes with built-in skates may not be worn unless wheels are removed while on school property.

### ***Home/School Communications***

**Parent Newsletter-** Monthly informative newsletters will be sent home each month. This newsletter contains valuable information such as the month's activities. Please refer to these newsletters for upcoming events and important information.

**Weekly Memo** - The principal will send home a weekly schedule and include any other information that may be important for families.

**Telephone Use** The telephone is for emergency use only. **After school play arrangements should be made at home, not on the phone at school. In an effort to decrease interruptions to your child's education, incoming messages will be communicated to your child by the office staff at Tolman Elementary.**

**Classroom Visits:** Parents are always welcome, but teachers appreciate appointments being made prior to such visits. Please check-in at the office for a visitor badge. Visiting school-age relatives and friends may not attend class with your child(ren).

**SEP Conferences:** Required SEP conferences are held twice during the school year. During conference times, student successes are celebrated, and individual goals are set. Students are asked to attend the SEP Conference with parent and teacher. Appointments may be made online prior to the conference through the student system. A notice will be sent home with students a few weeks before their SEP week. Those not choosing an online appointment will receive their time assignment after online appointment opportunities end. In addition to conference times, we encourage you to contact your child's teacher any time you may have a concern. A third SEP is held in the Spring, and is optional, at parent or teacher request.

## ***Curriculum and Reporting***

### **Accessing the Gradebook**

Parents are encouraged to use the internet to access their student's grades.

- **Student Number:** You will need to have your child's student number (which your student knows as his password when logging in to school computers.)
- **District Website:** Go to the Davis District Website, <https://www.davis.k12.ut.us/Domain/1> , and select **my.DSD (top right)** to set up your account and access student information.

### **DESK Standards**

Davis School District has organized its reporting system using the learning targets outlined in the Utah State Core Curriculum. You can access these standards at

<https://www.davis.k12.ut.us/Page/185>

**Homework** Homework is an important part of the educational process. It provides students of all ages the opportunity to develop self-responsibility, good study habits and mastery of skills taught. Homework is a teacher-planned learning activity which takes place outside of the student's regular school hours and should provide an extension to in-class learning. Students who do homework or other reading, writing, or math activities daily will succeed at a higher rate than those who don't. Parents are encouraged to set aside a regular time each evening for students to do homework or to discuss any

papers their child may have brought home from school. Time spent together talking about the day's events can reinforce the lessons learned each day.

Teachers are encouraged to follow the district guidelines for the amount of homework given each day:

- Kindergarten 0-10 min. .... to develop good study skills and habits;
- 1st - 2nd 10-20 min ... study skills, habits, and basic skill building;
- 3rd - 4th 30-40 min ..... to continue building skills and habits;
- 5th - 6th 50-60 min ..... skill integration and preparation to learn.
- These times are in addition to the 20 minutes of reading time per night.

The complete homework guidelines for Davis School District can be read at

<https://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/281/homework-guidelines-may-2010.pdf>

Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day to allow time for materials to be organized to send home.

## ***Student Services***

### **Special Help**

The school provides services in speech and hearing, social and psychological intervention, and academic remediation through a Resource Program. Students must qualify under strict federal guidelines for these services. Our Local Case Management Team also meets bi-weekly at Tolman Elementary to address student needs. If you have questions regarding these services, please call the school.

### **Student Insurance**

Parents may purchase student accident insurance at the beginning of the school year. Families who do not have adequate family insurance coverage are encouraged to take student accident insurance, since the district/school does not carry insurance on individual students.

Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student's insurance company. Please go to [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com) for more information.

**Personal Possessions** Label your child's possessions so that lost items may be returned. Do not write the phone number or name where it is visible on the personal possessions for safety reasons. The school is not responsible for lost or damaged items.

**Lost and Found** All found items will be placed in the lost and found boxes near the lunch room. The school cannot assume responsibility for student losses. Proper marking of personal property can reduce these losses. Unclaimed items are periodically donated to charitable organizations. We will use the District e-mail system to notify parents before we donate these items so you may have an opportunity to look for your child's lost items.

### ***Parental Involvement***

Parents can do their part to help make the educational setting more productive and meaningful for students by joining in a partnership with the school.

1. Help children come to school feeling good about themselves.
2. Cooperate with the teacher to make school work important and effective.
3. Provide children with suitable study conditions.
4. Show interest in what your children are doing, but do not do the work for them.
5. Reserve a time for homework and turn off the TV.
6. Understand that teachers expect homework to be returned on time.
7. Participate in the school. Be a volunteer. Visit the school.
8. Attend school programs.
9. Support your children by helping them understand their school responsibility.
10. Make sure your children are at school on time.

11. Expect your children to be in attendance when they are well.

### **Volunteering**

There are many volunteer opportunities available at school. One of our most critical needs is for STAR Reading Tutors. If you can donate one hour per week, we could use your help! Please check the "Back-to-School" packet for a volunteer information sheet. This sheet will need to be on file here at Tolman Elementary for any adult who helps out.

### ***Miscellaneous Guidelines***

**Invitations** If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations.

**Book / Equipment Supply Replacement** Each student is responsible for textbooks issued to him / her. If a student loses or damages a library book, textbook, assigned supplies, recess or P.E. equipment, he or she will be assessed the replacement costs.

**Animals** The Utah Health Code prohibits animals being brought into the school. We must adhere to our District guidelines to insure the health and safety of all of our students. Service animals are the exception and must be approved by the principal.

DAVIS SCHOOL DISTRICT

MEMORANDUM

DATE: April 30, 2018

TO: ALL PRINCIPALS AND HEAD SECRETARIES

FROM: REID NEWAY, SUPERINTENDENT OF SCHOOLS  
BEN ONOFRIO, LEGAL COUNSEL

RE: ADMINISTRATIVE MEMO #28/04:30:18 STATEMENT OF NONDISCRIMINATION AND NOTICE  
OF POLICIES TO BE PUBLISHED IN STUDENT AND EMPLOYEE HANDBOOKS, FOLDERS, AND  
REGISTRATION MATERIALS FOR THE ~~2017-2018~~ 2018-2019 SCHOOL YEAR

As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and schools need to publish notice of important policies that affect the rights of students and parents. **Please review this information and make the necessary updates to your school's student and employee handbooks, folders, and registration materials for the ~~2017-2018~~ 2018-2019 school year.**

NOTICE OF NON-DISCRIMINATION

Davis School District and **[name of your school]** do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquires or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

**ADA (Employment Issues) Coordinator**

Davis School District

45 East State Street

P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5315

Adam King, District 504 Coordinator

**504 (Student Issues) Coordinator**

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5180

~~Jackie Thompson~~Bernardo Villar, Director of Equity

**Title IX Compliance Coordinator**

**Race, Color, National Origin, Religion, or Gender in other than Athletic Programs**

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator

**Title IX Compliance Coordinator**

**Gender Based Discrimination in Athletic Programing**

Davis School District

P.O. Box 588



20 North Main Street

Farmington, Utah 84025

tel: (801) 402-7850

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-5307

TDD (hearing impaired): (801) 492-5358

**ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and **[name of your school]** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator **[name and school phone number]**, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

**SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and **[name of your school]** to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student and Family Resources Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

**WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms Aweapon,@ Aexplosive,@ and Anoxious or flammable material@ include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

### **DRUGS/CONTROLLED SUBSTANCES**

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

### **SERIOUS VIOLATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

### **DISRUPTION OF SCHOOL OPERATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

## DUE PROCESS

When a student is suspected of violating **[name of your school]** or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

## AUTHORITY TO SUSPEND OR EXPEL

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall make a referral to the District's Case Management Team.

## BULLYING/CYBER-BULLYING/ ~~HARASSMENT~~/HAZING/~~RETALIATION~~/ABUSIVE CONDUCT

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, ~~or~~ discrimination, or abusive conduct of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or ~~sexual, racial, ethnic, religious, or disability-related harassment~~ retaliation.

District policy may be found at 5S-100 Conduct and Discipline. **[Your school's name]** policy may be found at **[URL]** or a copy may be obtained in the school office.

## SEARCH AND SEIZURE

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and **[name of your school]**. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

## **EXTRACURRICULAR ACTIVITIES**

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

## **COMPULSORY EDUCATION REQUIREMENT**

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student=s education records. FERPA gives parents certain rights with respect to their ~~children=s~~ student's education records. These rights are:

*Inspect and review* all of their student=s education records maintained by the school within 45 days of a request for access.

*Request* that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student=s privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

*Provide consent* before the school discloses personally identifiable information (PPI) from a student=s record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Directory Information**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

The Davis School District has designated the following information as directory information:

1) student=s name, 2) student=s address, 3) student=s telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees, honors, and awards received, 9) photograph, 10) most recent educational institution attended- by the student.

If you, as a parent, do not want **[name of your school]** to disclose directory information from your child=s education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school=s administration or file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

**RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

*Consent* before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] Political affiliations or beliefs;
- [b] Mental or psychological problems;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] Critical appraisals of others with whom the student or family have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs; or
- [h] Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out* of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

*Inspect*, upon request and before administration or use of:

- [a] Protected information surveys designed to be administered to students; and

[b] Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. **[name of your school]** will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school=s administration or file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

### **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District=s policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and **[name of your school]** shall reasonably accommodate\*\* a parent's or guardian's:

- written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- written request to place a student in a specialized class, a specialized program, or an advanced course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- initial selection of a teacher or request for a change of teacher.
- request to visit and observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

*Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.*

**\*\*Reasonably accommodate** for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.