

OAK HILLS ELEMENTARY STUDENT and PARENT HANDBOOK Policies and Procedures 2016-2017

MISSION & VISION STATEMENT

Learning first by creating a positive environment that allows for continuous growth in academics and citizenship for all.

ATTENDANCE AND TIMELY ARRIVAL

It is the legal responsibility for parents of children under the age of 18 to have them in school daily. If a child is absent for 5 days or more, we will begin to check into the matter. Oak Hills' teachers will begin their day of teaching promptly at 8:50. By being even a few minutes late, a student can lose the flow of the school day. **Excessive tardiness will be considered an attendance issue and require that we take action.**

In the event that a student displays a pattern of excessive checking in/out, absenteeism or tardiness, parents can expect the following steps to occur:

1. A referral will be made to school administration.
2. School administration will talk directly to the student and send attendance letter to parents with record of absences and/or tardies.
3. School administration will call/conference with the parent/guardian.
4. School administration will send a second letter with a copy to District Student Services and talk to parents/guardians to resolve attendance problems.
5. School administration will initiate Educational Neglect procedures with the District and Social Services.

Please do not bring children to school before 8:35, unless they are eating breakfast. Breakfast begins at 8:25. Children will be expected to wait outside until the first bell rings at 8:40. We certainly don't want students waiting outside during inclement weather, or below freezing temperatures. Administration will determine when the students can be allowed to wait indoors. There will be a sign placed on the southeast doors if they may come in early. Students can then come in and wait in the breezeway hall until the 8:40 bell. No students may wander or enter the halls unless they have made prior arrangements with their classroom teacher.

It is not necessary to call the Oak Hills office when your student is absent. The Davis School District call out system may suggest that you do so, but this is not our policy. We recommend that you email the teacher. When your child returns, it would be nice to send a written note signed by a guardian to your student's teacher describing the absence. If your child is going to be out for an extended period time, please let your teacher know as soon as possible. Please know that we do not have the ability to stop the Davis School District call out system. If a student is marked absent, and you have asked for phone notification, the system will still call you. Be sure to remember that a note does not automatically constitute an excused absence.

Teachers must have their absences recorded in Encore by 9:20 AM (1:20 PM for PM kinder). Calls go out at 10:00 AM and 2:00 PM. If children come in late, they must check in at the office on the computer – that will change their absences to *Late* and no call will go out.

Every child who is marked absent will generate a computer call to that child's parent with the following words:

Hello, this message is from Oak Hills Elementary School. Our records show, <<First Name>> <<Last Name>>, was marked absent today.

This is a courtesy call and no further action is required on your part. However, if you believe your child is at school and you have received this call in error, please call Oak Hills at 801.402.1650 to speak with a school secretary.

To repeat this message, press the star key.

AFTER SCHOOL

Students must walk home or be picked-up promptly at the end of school and may not stay on school grounds unless they are under the supervision of a teacher or their parent. Teachers should not keep children after school without first contacting parents and making arrangements.

ATTENDANCE

Regular attendance is essential for students to learn and progress in school. Teachers are responsible to take roll and to input absences and late arrivals on the computer daily. This should be done within the first 30 minutes of class. Davis School District computer programmers have created a system that tracks student attendance and automatically sends out e-mails to parents when students have missed five days of school. If poor attendance continues, additional e-mails are sent out and meetings will be set up with parents to work on ways to fix the problems. An interesting fact is that missing school 10% of the time is all it takes to be chronically absent. That equates to about 18 days a year or just two days every month! To learn more about the dangers of missing school, please read this Deseret News article: <http://national.deseretnews.com/article/2769/what-missing-class-in-kindergarten-means-for-high-school.html>. A student who is absent 10 consecutive days with no communication from parents or guardians may be taken off school records.

- First Warning: Administrative meeting with student; email/phone call to parents.
- Second Warning: Administrative meeting with student; letter to parents.
- Third Warning: Administrative meeting with student; letter to parents and administrative conference.
- Fourth Warning: Administrative meeting with student; referral to DSD Student Service/juvenile court

ABSENTEE LETTERS

Absentee letters – will be sent home for those who have been absent 10% of the days that school has been in session. Teachers will communicate with the secretaries and principal about their absentee concerns.

BEHAVIOR MANAGEMENT

At Oak Hills Elementary we try to encourage and celebrate the positive behavior of our students! We believe that elementary school is where students really start to learn the importance of being a socially responsible citizen in a community setting. There are several school wide programs that help teach students about life skills and the 7 Habits of Happy Children to help support behaviors of being a good citizen.

Character Education: Character education opportunities are provided by classroom teachers daily and the school counselor visits classrooms with a life skill lesson bi-monthly. At Oak Hills we have a dedicated staff of individuals who want to help students be successful both academically and socially.

DISCIPLINE AND STUDENT CONDUCT – DISTRICT POLICY

<http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/domain/12/files/5S-100%20Student%20Conduct%20and%20Discipline.pdf>

DISCIPLINE PLAN – SCHOOL

Principles

All students are instructed to **be responsible, respectful, and safe** by our teachers, school counselor, and the administration at the beginning of each school year. This follows the Positive Behavior Intervention and Supports which is a systemic approach to proactive, school wide behavior based on a Response to Intervention model which can increase academic performance, improve safety, decrease problem behavior and enhance the positive school culture already in place at Oak Hills.

Every person deserves to be respected, to feel safe, and be free from danger. Learning is enhanced in a safe environment. Learning is also enhanced by the establishment of academic and behavioral expectations. Students will be expected to conduct themselves in respectful and responsible ways. Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

Federal law makes it illegal for school personnel or parents/guardians to share personal information regarding other children. Parents will only be given pertinent information of the actions of their child. The school will protect the confidentiality of all parties involved.

Life Skills and 7 Habits

We teach skills that will help our students develop behaviors that will help them grow into responsible, successful people. Along with these skills, students are instructed in how to recognize and use expected behaviors (politeness, friendliness, sharing, caring, etc.) in their day to day dealings. We also teach them how to deal with the unexpected behaviors (mean words, harassment, exclusion, etc.) of others that they all face. The Life Skills are: friendship, effort, pride, cooperation, responsibility, perseverance, caring, integrity, problem solving, and patience. The 7 Habits are: be proactive, begin with the end in mind, put first things first, think win-win, seek first to understand, then to be understood, synergize, and sharpen the saw. Our school counselor has developed lessons that she teaches in each classroom to support these skills and habits. The teachers review what they look like and watches for students exhibiting them throughout the week.

Discipline Plan

We have a school wide discipline plan of interventions to help us improve the way our students treat one another. We would like our school to have zero tolerance for hurtful behavior.

Our plan is to have weekly class meetings that will provide an opportunity for the teachers to hold discussions about appropriate ways to react in bullying situations. It will also be a time for students to talk about situations that they are involved in where bullying behavior is occurring. Research studies show that ignoring hurtful behavior harms the victim, as well as the perpetrator.

There will be consequences for inappropriate behavior. Inappropriate behavior will be defined as anytime a student is exposed, repeatedly and over time, to negative and hurtful actions on the part of one or more students. This behavior could be physical, verbal, or nonverbal. If a student is showing support for the bullying, they will experience the same consequence as the student doing the bullying. We want the bystander students to become involved in stopping the inappropriate behavior.

The consequences are separated into 4 levels. The level each student is at will be determined by the classroom teacher.

- At Level 1 the teacher will handle the situation and help the student form a plan to stop the behavior.
- At Level 2 the student will be sent to another prearranged classroom and the parent will be contacted.
- At Level 3 there will be a meeting with the student, the teacher, the parent, and the principal.
- At Level 4 there will be suspension either at home or at another school.

Each teacher has a buddy classroom where students who need a break from their surroundings can go to be supervised. They are sent to the buddy classroom typically for misbehavior. A buddy teacher is chosen from a different grade level and with enough time distance so as to provide a place for a student to go during his or her regular teacher's lunch time.

Bullying and Harassment

Verbal aggression such as name-calling or verbal threats, physical or verbal intimidation, retaliatory aggression including rumor spreading, intimidation, enlisting friends to hurt another child or engaging in social isolation of other students are considered inappropriate. Harassment specifically includes the repeated bullying of other students.

Consequences: Teachers will meet with students on an individual basis to help victims of bullying and harassment. Teachers will communicate with parents. Teachers will suspend recess privileges of those students who bully or harass other students. Continued issues of bullying and harassment will be referred to the administration. See school discipline plan above.

Students are expected to make good decisions by following the procedures to protect themselves in any bullying/harassing situation. Students who fail to follow these procedures when harassed and strike back/retaliate at an aggressive student by injuring that student are in violation of school/district policy.

BACK TO SCHOOL MORNING

Teachers will be introduced at the flag ceremony during the Back to School Morning. As soon as teachers are introduced, Mrs. Keller will excuse them to go with their new students to their classroom. Students will then attend an assembly in the cafeteria while their teachers meet with parents to go over classroom expectations and upcoming experiences in two 20-minute sessions. Class disclosures will be available for parents either on line or as hard copies. Parents will also have the opportunity and are highly encouraged to join PTA.

BICYCLES/SKATEBOARDS/SCOOTERS

Students are allowed to ride their bicycles, skateboards, and scooters to school when:

- A parent has given permission.
- All safety rules are followed, including obeying the crosswalk attendant and wearing helmets.
- They are **walked, not ridden** on school grounds.
- They are locked in the bike rack.
- All bikes, scooters, and skateboards should be labeled with the owners' names.



Due to safety and fire code, scooters will not be allowed in the building.

BIRTHDAY TABLE

To celebrate a child's special occasion, a "Birthday Table" will be provided by our PTA at lunchtime for grades K - 6 one day each month.

BREAKFAST

Breakfast is served every school day for those students who pay for it. We begin serving at 8:25 AM and finish by 8:45 AM so as not to encroach on class instruction time.

CALENDAR – District

<http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/88/Calendar%202016-17.pdf>

CALENDAR – School

A school calendar is located on our school's web page. <http://www.davis.k12.ut.us/146>. This calendar is updated regularly. Parents should check the calendar often to gain information of upcoming school activities.

CELL PHONE POLICY

<http://www.davis.k12.ut.us/domain/3457>

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

Students may 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 lunchtime is prohibited. They must be completely powered down, turned off and kept in a student backpack or turned in to the teacher.

Students may use electronic devices before school begins and after the final bell of the school day 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.

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.

- 1st offence – the device is returned to the student after school with a warning from the teacher.
- 2nd offence – the device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.
- 3rd offence – the student may no longer bring an electronic device to school. The device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.



CHECKING OUT STUDENTS

Anyone picking up a child must do so through the office. They must show a photo ID and be listed on the child's information sheet. Parents should never go to a classroom or the playground to pick up their child. Teachers must not allow parents to pick up student from a classroom.

CHECKING IN STUDENTS

Check-in at the office is required for all students who enter the school after 8:50 AM.

CLOSED CAMPUS

Closed campus means students are not to leave the school grounds during the school day without clearance from the office and parental contact.

COMMUNICATION – Parents

Communication between parents and school staff is also of vital importance. Teachers will be sending home at least a monthly calendar or newsletter. Good communication is vital in order to make and keep positive home and school relationships. Please communicate with your child's teacher as soon as you see something that concerns you so that any misunderstandings can be cleared up.

DAILY SCHEDULES

Breakfast (students should use the west dock door to enter and exit the school)	8:25 - 8:45
1 st bell	8:45
Tardy bell	8:50
Monday – Thursday	8:45 - 3:25
Friday (Early Out)	8:45 - 1:25

A.M. Recess

Kindergarten – 4 th & 6 th	10:30 - 10:45
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Lunch

Functional Skills	11:30 - 12:10
1 st Grade	11:35 - 12:15
2 nd Grade	11:40 - 12:20
3 rd Grade	11:45 - 12:25
4 th Grade	11:50 - 12:30
5 th Grade	11:55 - 12:35
6 th Grade	12:00 - 12:40

P.M. Recess

K - 3 rd	1:30 - 1:45
4 th & 6 th	1:45 - 2:00
5 th	1:40 - 2:00

KINDERGARTEN SCHEDULE

Monday - Thursday

A.M.	8:45 - 11:30
P.M.	12:45 - 3:25

Friday

A.M.	8:45 - 10:50
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DAVIS READS

<http://www.davis.k12.ut.us/page/207>

We support and participate in the Davis Reads initiative. "Davis Reads" is a countywide effort that engages schools, libraries, cities, and businesses in the passionate endeavor of weaving the joy and the ability to read through the fiber of each of our citizens.

DRILLS

An emergency drill (fire, evacuation, lock down, earthquake, etc.) will occur once per month. These are to so all can safely practice procedures in case of a real emergency. In the unlikely event that the school needs to be evacuated, the call-out system will be activated, and students will be held in a safe place until they can be picked up by a parent or other person designated on the registration card.

DRESS CODE – STUDENTS

We ask that all students conform to the Davis School District dress code in order to help avoid disruption and maintain the integrity of the educational process. We encourage children to dress in a manner that reflects pride in themselves and their school.

The following clothing items are not permitted by students or staff: extreme or slovenly clothing, tank tops, halter tops, spaghetti strap tops, razor back shirts, clothing revealing the midriff, buttocks, or undergarments, baggy pants that hang below the waist, clothing associated with gangs, any clothing advertising any substance which a minor cannot legally possess or use, has sexual reference, or any other clothing that is considered a distraction to the educational process. Parents can expect that a student will be required to call home for an immediate change of clothing should any of the above items be an issue.

Hats are not to be worn inside the school building, unless it is a "Special Hat Day." This applies to both girls and boys.

Length of dresses, skorts, or shorts should be appropriate. A standard is no more than 3 inches above the knee.

Hair needs to be a color natural to humans. No green, purple, pink, orange, or other extreme coloring is allowed except on specific days. Hair should be cut so that it is well kept and does not cover the eyes.

Please remember that proper attire can positively influence the way your child academically and behaviorally approaches his/her school day.

Please make certain that your children are dressed appropriately for the weather conditions. With few exceptions, students will need to be dressed so they can go outdoors during recess and lunch times. On exceptionally cold or stormy days, students will be allowed to stay indoors.

DRIVERS AND STUDENT SAFETY

After a comprehensive review from all vested parties the following rules were established to keep your children, you, and the entire Oak Hills community safe. Student safety is a high priority at Oak

Hills. Drivers should exercise caution near and at the school. Please be aware of and inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions:

Red zones are for emergency vehicle access and must be kept clear at all times. Drop-off curbs are only for student drop-off and pick up. Do not leave cars unattended in these areas.



Oak Hills Elementary - a community school designed for walking

For the safety of the children, groups are best! Encourage your children to stay in groups as they walk to and from school.

Drop-off/Pick-up Zones

Properly utilizing the drop-off/pick-up zones will keep everyone safe and traffic flowing.

On the school grounds

Students may be dropped off in front of the school. Please keep to the right to drop your children off. The left lane is for vehicles pulling through and for the special education bus bringing students to school. Drivers please be aware of children in the crosswalk. Children should exit the vehicle from the right passenger side only. Drop off on the right, pass on the left.

Please follow the signs and never drive into the east and west parking areas to drop off and pick-up your children. This is very dangerous and these areas are not meant for cars to turn around in the small areas to drive back out. Backing out of these two parking areas is also very dangerous. Children are everywhere and drivers must obey the parking lot rules to keep them safe!

Off the school grounds (Alternative Options):

1. Park on the street, 600 South/Lakeview Drive, right in front of the school - there is a crosswalk for your children. You must be at least 10 feet from crosswalks.
2. Park on Moss Hill Drive, east of the school, to drop off students.
3. Park in LDS church parking lot (west of playground) and accessible via 1200 East. There are stairs that your students can use to reach the school grounds. Please watch for children in parking lot.
4. Park on the street (300 South) north of the school. Students can walk across the grassy play areas to reach the playground where they will line up to enter the building with their classes.

Crosswalk Safety

Students must use crosswalks to cross busy streets. Please speak with your children about the following crosswalk safety rules:

- Do not go into a parking lot without a parent (or adult) escort.
- Do not cross a crosswalk until you have: 1) gotten off your bike, scooter, or skateboard. 2) Looked both ways. 3) Waited for cars to stop. 4) Obey all instructions and let Mr. Wheadon lead you across the street.

Reminders

- Turn off cell phones and drive slowly in school zones.
- Watch for children in crosswalks.
- Be considerate of other drivers.
- Park in designated stalls only.

EMERGENCY DRILLS AND PROCEDURES

For the safety of your child we request that each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these instructions change during the year, please notify the office. Because of limited parking, it is our goal for students to be picked up in neighborhood groups rather than having all parents pick up their own child.

In the case of an emergency, you should receive a call via the District Call out system.

Evacuation routes are posted in each room showing how to exit the building. Each class has a designated area outside, a safe distance from the school which is their meeting place. Every class has an emergency pack with first aid and other supplies which might be needed. We will also conduct drills of our emergency calling trees at various times in the year.

Having regular drills teaches children to respond calmly in the event of an emergency. Fire drills are held monthly, and an earthquake drill is held yearly.

If you would like a copy of the entire emergency plan, it is available on the school website.

FIELD TRIPS

Field trips are a great way to reinforce and reteach concepts from the core curriculum. The school and PTA will pay for buses for students at each grade level to go on one field trip per year school. Admission costs are collected through donations from the grade level student body and/or donations from the parents in the community. Teachers may ask parents for a donation to cover admission costs, but they may not assess fees. Every child will be able to attend the field trip regardless of the ability to donate. Also, parents must sign permission slips for their children to participate in any field trip. Additional field trips may be scheduled that are at no cost to the school.



GRADES

Grade reports are sent home 4 times per year at the end of each term. Teachers may send grade reports home more often if needed. Whenever questions arise on grades, students and parents are to contact the teacher promptly. The office personnel do not have access teachers' records and will not be able to answer questions about them. When questions do arise, or whenever a progress report is desired, please contact your child's teacher to discuss concerns. Teachers will make every effort to contact parents when concerns with a student's academic and/or citizenship grade occur. Parents are also encouraged to make every effort to monitor their student's education. Parents are responsible to check with teachers if they have questions on grades and/or behavior.

HALLWAY BEHAVIOR

BEFORE SCHOOL - Students should not be in the building before school or during recess times. Teachers have the responsibility of monitoring their hallway areas for students who may have forgotten the rules.

DURING THE DAY – While the class is moving through the hallways, students should walk, without talking, in a single file line. A teacher should always be present when their students are moving through hallways.

Always remember to follow Hall of FAME:

Face forward

Arms folded to held to sides

Mouths closed

Everyone stays to the right of hallway

HOMWORK

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

Homework is an important way to reinforce and practice what is learned in school. Teachers should give meaningful homework assignments in accordance with the following suggested guidelines:

1st grade - 10 minutes
2nd grade - 20 minutes
3rd grade - 30 minutes
4th grade 40 minutes
5th grade 50 minutes
6th grade 60 minutes



When warranted by special projects or difficult curriculum, teachers may give longer homework assignments on occasion. Homework for students with disabilities or special circumstances should be determined on an individual basis and should not be at a level above their capacity so as to create frustration or undue stress for them or their parents. Only appropriate assignments should be sent home as homework.

KEYBOARDING

<http://www.davis.k12.ut.us/page/419>

Elementary Keyboarding Benchmarks:

3rd Grade -- 15 wpm
4th Grade -- 20 wpm
5th Grade -- 24 wpm
6th Grade -- 27 wpm

LOST AND FOUND

Our school's lost and found is located in the middle hall in a wooden box. Items will be placed on tables during SEP conferences for parents to go through. **Please label coats, jackets, sweaters, etc.**, so that items can be returned to your children. Please encourage your children to keep track of their jackets, coats, other items of clothing, and books, etc. The box really fills up quickly at times. Parents are always welcome to check for missing items as well. There is no need to wait until SEP weeks.

LUNCH ACCOUNTS

Notes go home each Friday to parents of students that have a balance of less than \$3.00 in their lunch account. Our lunch ladies will also attempt to call home before a sack lunch is given. A student will never go without some type of lunch.

LUNCH PRICES

<http://www.davis.k12.ut.us/Page/1129> Parents may go to the nutrition services website for menus, prices and more information about school lunch.

\$1.85 Elementary Lunch. Reduced priced lunch \$.40
\$1.35 Elementary Breakfast. Reduced priced breakfast \$.30
Adult Lunch \$3.40
Adult Breakfast \$2.00

MAKE-UP WORK

Make-up work (when a child is absent) will be available when the child returns to school. In the case of an extended illness, parents should contact the school to see if the child might qualify for home tutoring services. Teachers may also gather homework to be sent home with another student when requested. Parents should not ask teachers to prepare assignments in advance before a planned absence. Make-up work will be available upon the student's return. Parents are responsible for assisting students in completing work missed due to vacations or outings. Bear in mind that there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussion cannot be reproduced or re-staged for students who are absent.

MATURATION PROGRAM

The maturation program will be presented to our 5th grade students. Parental permission slips must be signed and on file for each student participating. Our school nurse and/or another person approved by the district will make the presentations.

MEDICATION

If a student has prescription medicine to be taken during the school day, the medicine must be labeled, in the original pharmacy container, and be kept in the office. A form signed by your doctor is also required to be filled out and on file at Boulton before any medication can be dispensed. The above procedures are designed to help insure students receive the appropriate medication and dosage.

If a parent decides that their student is mature enough to administer a medication his or herself, and keep it safe from other students, he or she may do so. It is important that only one day's worth of medication is sent to school if this is your decision. All responsibility then rests with the parent. We would appreciate a note to the teacher stating this decision.

If a child has asthma and uses an inhaler, the child may personally carry their inhaler. Please note that a health plan is required on file if an inhaler is needed.

As per Health Department regulations, staff may not distribute nonprescription medication to students. (i.e., Tylenol, cough syrup, etc.)

MORNING SUPERVISION OF STUDENTS

We have no supervision of children on the playground before and after school. A staff member will be monitoring traffic to keep students safe as they cross the road to sidewalk in the front of the school. As you drop off your children for school, please be mindful of the students, other cars, and the special education bus.

MyDSD ACCOUNT

We highly recommend that all guardians set up a my.DSD guardian account.

Here are the instructions for setting up your my.DSD Guardian Account

<http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/338/Instructions%20to%20view%20your%20students%20Smart%20Report%20term%20progress%20flattened.pdf>

The benefits include:

- Checking your student's grades/missing assignments
- Making payments on lunch accounts
- Scheduling SEP conferences
- Taking Teacher Surveys online

Looking at test scores
Viewing attendance
Paying for yearbooks, fines, and registration
...and much more

NOTICE OF NON-DISCRIMINATION & DISTRICT POLICIES

The majority of Oak Hills' school policies are included in this *Student Handbook* and a document entitled *District Policies and Procedures* which is located on our school's web page at: <http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/822/non-discrimination.pdf>

OFFICE HOURS

The office is open on school days from 8:15 a.m. to 4:00 p.m. Parents must make every effort to see that their child(ren) either walk home or are picked up immediately after school. Students cannot be left at school beyond 3:45 PM as there is no adult supervision for them.

PE POLICY

Students should dress appropriately for safe participation in P.E. Teachers will review the expectations of each student during their PE time. The expectations are:

- Footwear should be rubber-soled shoes which are appropriate for physical activity. For safety reasons we ask that student refrain from wearing sandals, flip flops, clogs, platform/high heels, open toed and plastic bottomed shoes, snow boots or other footwear that would be unsafe in PE situations.
- If girls wear dresses, they should wear shorts underneath.
- Students should participate with enthusiasm.
- Students are responsible for their actions and are expected to make good choices.
- Students should use appropriate language, show respect for self, others, equipment and property.
- There will be an alternative activity for those that cannot participate in the activity for that day due to injury or illness.

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." Utah Code 53A-13-101.6

Participation in the Pledge is voluntary and not compulsory. A written request to excuse a student from reciting the Pledge shall be submitted annually to the school office.



PHONES –CLASSROOM

The office may direct a call to a classroom during the school day or a parent may call the classroom phone directly. Teachers will not answer phone calls during classroom instruction. However, they will check voice message after school and during their breaks.

PROFESSIONAL DEVELOPMENT DAYS

There are two professional development days scheduled for teachers to work. Students do not attend school on these days. The 2016-16 Professional Development Days are Oct. 31, 2014 and Jan. 17, 2017.

PRIVACY – STUDENT INFORMATION

FERPA – Family Educational Rights and Privacy Act. This act requires educators to be very careful when sharing information about students. Teachers can only share information about a student with the student’s legal guardian. If the grandparent is the guardian – then we can share information freely.

Additionally, we cannot give information to parents about other students – not even their names. A parent may report that another student is harassing their child – they can even provide the name; that is appropriate and very helpful. However, we cannot share back information about the other student such as “yes – he has troubles with others as well”, or outline the consequences that child will be given. It is somewhat tricky, and parents certainly want to know the consequences applied of someone who has injured their child, but we are under legal obligation when discussing students.

PTA

The PTA (Parent Teacher Association) at Oak Hills Elementary is a viable, involved organization that seeks to benefit the education, safety, and welfare of our students. They work hard to provide programs and activities for the students to achieve this. Some of the programs and activities offered by our PTA are: field trip transportation, Reflections, Walk to School Safely Day, Red & Green Ribbon Weeks, book fairs, reading month, Moms and Muffins, Dads and Donuts, teacher appreciation week, teacher appreciation dinners, school barbeque, birthday table, field day, and much more.

RECESS

Please see the school schedule listed earlier in this document. All students will line up at the end of recess before they come into the building. Teachers should pick students up outside and escort them into the building at the end of each recess.

RECESS - INSIDE BREAK

During inclement weather an “Inside Break” will be called. The building administration will make that call. The break will give students time to use the restroom, get drinks, and take a short break from their classwork; however, it is not a time to play as they would outdoors. Quiet activities such as games and reading will be conducted. During an inside break teachers will supervise their students inside their classrooms.



RED AIR DAYS

We continually monitor the quality of air in accordance with district policy. Some or all students may need to stay inside the school building during red air days. When air quality is a problem, the office staff will make an announcement over the PA system before our recess times.

RESTROOM POLICY – CLASSROOM

Teacher restroom rules will be included in the class disclosure that is provided for parents and students at the beginning of the school year. Some students may have physical issues that require frequent restroom breaks. All students must feel free to use the restroom without undue repercussions.

SEM - SCHOOL WIDE ENRICHMENT MODEL

Services for students needing academic enrichment are available through the School wide Enrichment Model (S.E.M.). Students are placed in this pull-program on recommendation of their teachers and the student's grades, based on the following criteria:

- Above average ability
- Task commitment
- Creativity
- Leadership

SICK CHILDREN/ROOM

If a child reports being sick while at school, the teacher will use his or her discretion to decide whether or not to send that child to the office to lie down in the sick room. The office staff is trained to take care of all issues regarding sick/injured students. The sick room is available on a temporary basis for those students who are sick until a parent is contacted.



SEP CONFERENCES

SEP conferences are scheduled three times per year. Two of those times are full week-long conferences while the third conference is an "optional" conference requiring only one evening.

SECURITY – BUILDING

All teachers are instructed to keep their classroom doors locked during the school day. This will provide a much higher level of security and safety for teachers and students. We follow the mandated security protocols dictated by Davis School District and the Bountiful Police Department.

SEVERE WEATHER

Students will be allowed to wait in the front foyer before school if the weather is extreme. Five minutes before the bell rings, students will be sent back outside in order to get to their assigned door. Because of safety reasons, students will not enter the building through the front doors. Tardy students will be allowed to enter the front doors. In the event of severe inclement weather, there will be a sign posted on the front doors telling students to come inside. Please use the church parking lot as a drop off and pick up for students in order to avoid congestion and back up in the front of the building. By dropping off in the church parking lot, we can avoid cars waiting in the street to enter the front drop off. In addition, please send students dressed for the weather. We often see students coming to school in shorts and t-shirts when it is bitter cold.

SNOWBALLS

Throwing snow of any form is not allowed at any time on the playground. This includes before, during and after school. Snowballs should not be thrown on the way to or from school either.

TECHNOLOGY/INTERNET ACCESS/COMPUTERS

Students must sign an [Acceptable Use Agreement](#) form to have access to the technology in our building. The [Acceptable Use Agreement](#) form is on file in the office. Computers are available for student use in the Media Center, classrooms and the computer lab. Information that is saved on the computers is protected by individual passwords. Violation of the computer [Acceptable Use Agreement](#) will be reviewed by the technology committee and consequences imposed.

TELEPHONES

Telephone Use & Student Messages

The telephone is an essential instrument of school operations. Therefore, we ask that students only use the telephone with teacher approval in the event that they need to contact parents for illness or emergencies. Please help us by reminding your students that if they call home from the school during the day and do not reach you, they should leave you a message. Many parents see the school phone number on caller ID and call the school to find out 'why we were calling.' Many times we are unable to give you an answer, because EVERY PHONE in the building will show as 801-402-1650 on your caller ID. **The office has no way to determine where a phone call originates.**



Students will not be allowed to call home to arrange an after school play date. Please set this up before school or after your student arrives home.

Calling the school with messages for students:

It is important that you make arrangements in the morning before school with your children as to whom they are riding or walking home with at the end of the school day. Office personnel are not available to run messages into classrooms. Calling into classrooms is also extremely disruptive, and discouraged. Teachers are not expected to stop teaching and answer their phones during teaching hours. Please be aware that if you call to leave a message for your student, there is a chance that the message won't reach them in a timely manner. Understand that relaying messages is not the responsibility of school staff, so again, please make all after school arrangements in the morning before your students leave.

Calling the school with messages for teachers:

Please be aware that teachers **are not** expected to stop teaching and answer their phones during teaching hours. While teachers are always open to communication with parents, phone calls during the school day are disruptive to the teaching process, so please limit calls accordingly. If you have left a message on a teachers phone, and they have not yet responded, it means that they are busy educating your students, or out of the classroom. Please do not make repeated phone calls, as your message will not reach them any quicker. Many teachers may respond faster to an email, so please keep that in mind.

Each teacher has a phone in his or her room. Teachers are encouraged to give parents their classroom phone number. Teachers should turn the phone ringer down so as to limit interruption during class instruction. Parents will be allowed to leave a message that can be returned at the teacher's convenience. Students may use classroom phones to call their home when necessary. We ask that parents make after school plans with their children before school begins – thus limiting the need to contact students during the day. After school, if a child wishes to use the phone, he or she may do so with teacher permission. Teachers should not send students to the office to use the office phone. Students should use classroom phones.

TOYS AND ELECTRONIC GAMES

Toys, stuffed animals, electric games, cards, etc. are not allowed at school. Cosmetics including make-up, nail polish, perfume, etc., are also discouraged. These and similar items disrupt learning. Some of these games are highly sought after and are sometimes stolen. The school will not be responsible for the cost of stolen electronic games, nor will the school be expected to expend time, energy and resources trying to recover stolen electronic items and apply consequences to the guilty party.

If a student chooses to bring his own ball or other playground equipment to school, we will not be liable for any lost or stolen item. If it becomes a nuisance, the playground duties will have the right to remove the item from the child, and ask them not to bring it again. Teachers may confiscate any nuisance item, and will return it only to the **parent**. Oak Hills Elementary cannot be responsible for any lost or stolen items.

VANDALISM

Fines will be assessed for damages and violators will be referred to the proper authorities.

VOLUNTEERS AND VISITORS

We have many volunteers in our school and welcome more! Volunteers do individual tutoring, and help in specific classrooms. If you wish to volunteer, please contact your teacher or the PTA.

All volunteers need to check in and out at the office and obtain a volunteer badge.

We ask that no volunteers use the copy machines. We *feel sure* that you would rather work with students whenever possible.

Visitors are always welcome at our school. We do ask that you check in on the computer in the office. This will give you a volunteer name tag to identify you while you are in the school. It also logs volunteer hours that the PTA needs for credential hours. Teachers will be required to send you back to the office if you fail to do this.

Dropping by your student's classroom:

Please refrain from stopping in a classroom to have a quick word with your student, or their teacher. This is extremely disruptive and discourteous. It also interferes with the teaching process for all students!

THANK YOU for taking the time to read and discuss this policy manual with your family. It is our goal to provide open communication with parents, and maintain a positive educational experience for all of our students at Oak Hills Elementary!