

SYRACUSE ELEMENTARY HANDBOOK



Principal—Marilyn Merkley
Assistant Principal—Jamie Moon
Secretary— Karrie Nyre

1503 South 2000 West
Syracuse, Utah 84075

801-402-2600
Fax: 801-402-2601
Attendance Line: 801-402-2606

Web Page: davis.k12.ut.us/168
Facebook: Syracuse Elementary
Twitter: @syracuseelem

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ACADEMICS- Teaching and Learning We invite you to visit Davis District's Teaching and Learning Department website to view grade level and content area information:
<https://www.davis.k12.ut.us/academics/teaching-and-learning-homepage>

ARRIVAL AT SCHOOL The building opens for students to enter at 8:45 a.m. School begins at 8:50 a.m. Our large computer lab is open and available for those students wanting to work on the I-Ready Math or Reading Programs, before school from 8:15-8:45 each morning.

To ensure safety, students are not allowed in the building, except the computer lab, before school hours as this time is used for teachers to prepare for the day. Students will line up outside when the bell rings. On stormy or very cold days', children will be invited indoors, to sit by their classrooms and read quietly. Those students in the portables will wait quietly in the Kiva (area by the lost and found).

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Davis School District and Canyon Creek Elementary does 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

Midori Clough, 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

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

telephone: (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

telephone: (801) 402-7850

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Coordinator

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

telephone: (801) 402-5307

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

ANIMALS IN SCHOOL

The health code prohibits dogs and cats on school property. Please do not bring these animals with you to school. Service animals are an exception to this if they are approved by the district.

ASSEMBLIES

Students will sit by class and grade. The procedure for seating is as follows:

If you decide not to come to the assembly, notify the office in advance.

If you choose not to come to the assembly at your assigned time, you are choosing not to come to the assembly.

Teachers are not to correct papers, do needle work, cut out shapes, etc. during any assembly. The teacher's responsibility is to supervise students and correct any inappropriate behavior. The teacher is to model appropriate behavior. Teachers may correct any student's inappropriate behavior.

ATTENDANCE

Regular attendance is important to academic success. Children who are well should be in school. Those who are sick belong at home. When students are at school, it is assumed that they are well enough to participate in outdoor recess and physical activity, unless you provide a written note. Please do not schedule outings, vacations, or lessons during school time. A student is considered chronically absent if he/she misses 4 or more days of school per term. Attendance that becomes a chronic problem may require administrative assistance.

- Students with a 100% attendance for each month will receive a dog tag with that month on it. (Students must be here all day, every day.)
- Students with no tardies or late arrivals will receive 1 block letter a month, that will spell STINGERS by the end of the school year, to put on their chain.

- At the end of each term students will use their dog tag as an entrance ticket (free) for themselves and one guest to come to a Night out at the Movies at Syracuse Elementary.
- Each bead will be worth one free treat at the movie.

For a planned absence, please contact your student’s teacher before the absence. Please call the attendance line to report unexpected absences, such as illness.

Attendance Line: 801-402-2606

ATTENDANCE LETTERS

Absentee letters will be sent home for those who have 6 absences and/or tardies per term. You should always be in contact with the teacher to ensure regular attendance.

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.

BEHAVIOR MANAGEMENT PLAN- PBIS (Positive Behavior Interventions & Supports)

Positive Behavioral Interventions and Supports, or PBIS, is a program-wide behavior plan that Syracuse Elementary has implemented for our school. The goal is to improve the class environment with positive behaviors. PBIS defines, teaches, and supports appropriate student behavior to create a positive school environment where teachers can teach, and students can learn.

As a program we have developed expectations for all areas including the classroom, hallways, playground, line, bathrooms, and lunchroom. We will teach these behaviors to the students, practice them, and reinforce them. These expectations will then be broken down into a “HIVE Matrix” that is posted around the school with the HIVE rules so that students always know what is expected.

Our- Program-Wide expectations are: *Have Respect *I am Responsible*Value Integrity* Everyone is Safe

Students caught doing the right thing will be rewarded with **HIVE** points that they will be able to redeem for items and activities.

Points will be rewarded through our PBIS app that all teachers and staff will have access too.

Lunch with the Principal- When students receive a certain amount of points for positive, individual behavior, they draw a number on our 200-club board and their name is placed on that number. When we have 10 numbers in a row, those 10 students get to have pizza with the Principal and do some fun activities during that lunch period.

Student Council –The students who participate on student council were selected the previous school year by a group of adults at the school, based on student applications, social and academic behavior, and teacher recommendations. These 6th grade students participate in many activities throughout the year designed to increase their abilities as leaders, as well as to set positive behavior examples to other students.

BIKES Students can ride their bicycles to school when: • A parent has given permission. • All safety rules are followed. • Bikes are walked on school grounds. • Bikes are locked in the bike rack.

BIRTHDAY CELEBRATIONS

Most teachers outline their policy for celebrating students' birthdays in their disclosure statement. Treats **MUST** be store bought, not homemade. If you have questions about treats, please contact your child's teacher.

Birthday invitations may not be handed out at school. If you have concerns, please see administration.

BREAKFAST

Breakfast is served every school day. We begin serving at 8:30 a.m. and finish by 8:45 a.m., so as not to infringe on class instruction time.

BUILDING SECURITY Syracuse Elementary ensures the safety of all students by locking perimeter doors at 8:50 a.m. each day. If your child is late, please bring your child to the front office to check in. In the morning, please leave your child outside to line up at their appropriate places while waiting for their teacher to pick them up.

BUS (TRANSPORTATION DEPARTMENT)

Please check your child's myDSD account for the most current bus stop information. You can also visit the Davis District Transportation website for additional information: <https://www.davis.k12.ut.us/departments/transportation>

CALENDAR – District <https://www.davis.k12.ut.us/departments/planning/school-year-calendars>

CALENDAR –A school calendar is located on our school's web page. This calendar is updated regularly. Please check this regularly for updates.

CELL PHONE POLICY

[http://www.davis.k12.ut.us/cms/lib07/UT01001306/Centricity/Domain/2579/Cell_Phone_Policy\[1\].pdf](http://www.davis.k12.ut.us/cms/lib07/UT01001306/Centricity/Domain/2579/Cell_Phone_Policy[1].pdf) Students may possess and use electronic devices at school subject to the following:

1. Students may carry or possess electronic devices at school and school-sponsored activities.

2. Use of electronic devices during the school day, including pass-time between classes and lunchtime is prohibited.

3. They must be completely powered down, turned off and kept in a student backpack or turned in to the teacher.

4. 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.

5. 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. 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 offense – the device is returned to the student after school with a warning from the teacher.

- 2nd offense – 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 offense – 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.

CHECK OUT PROCEDURES

Occasionally the need arises to check a student out during the school day. Please come to the office and our secretarial staff will call your student down to the office. For the safety of our students, you must have photo ID every time.

Only those people listed on the student's emergency card as a parent/guardian or an emergency contact will be allowed to check them out. If you need to add or delete this type of information from their card, just let the secretary know.

CHECKING IN STUDENTS

Check-in at the office is required for all students who enter the school after the final bell at 8:50 a.m.

CHILD FIND OBLIGATION

Davis School District is responsible for Child Find identification and evaluation for all students suspected of having a disability residing in Davis County. This includes children birth through 21 years of age who are in public schools, private schools, are being home schooled or are kindergarten eligible, but not enrolled. Early identification and intervention are essential to help ensure school success. If a child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, he/she may be a child with a disability. If there is child attending your school/program whom you suspect may have a disability, please contact one of the following so we can initiate the process for referral and assessment. Children Birth to Preschool 801-402-5413

School age, K-12 Principal at local school or Special Education Department 801-402-5169 Post High – 21 years Vista Education Campus 801-402-5975

CIVIL RIGHTS COMPLAINT PROCEDURE

In compliance with applicable federal and state law, it is the policy of the District to investigate promptly and resolve equitably all complaints and reports of discrimination on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in its programs and activities, and any other alleged violation of civil rights. An individual who believes that he or she has been subjected to unlawful discrimination may personally or through a representative file a complaint as provided herein.

Site-Level Complaint. The site administrator is the individual responsible for receiving complaints of discrimination at the building or department level. Complainants are encouraged to work with site administrators to reach a mutually acceptable resolution to a complaint at the level or site of the incident in an informal manner. If the complaint is against the site administrator, the complaint may be filed directly with the Compliance Officer. The individuals who have been designated to monitor and coordinate the District's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

Bernardo Villar,
Director of Education Equity
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-5319

Midori Clough
ADA (Student Issues) /504 Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-5180

Suzi Jensen
Director of Human Resource
Davis School District
P.O. Box 588
45 East State Street
Farmington, Utah 84025
(801) 402-5132

Tim Best
Lifestyles Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-7850

Scott Zigich
Director of Risk Management
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20 North Main Street
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(801) 402-7850

TDD (hearing impaired): (801) 402-5358

CLASS PLACEMENT

Each student is assigned to an appropriate grade-level class. Class loads will be kept as even as possible. When a new student comes to the school, their placement will be based on individual needs, available space, and siblings. Additional supports are available for both advanced and struggling students. Parents and guardians are strongly encouraged to work closely with their student's classroom teacher to resolve any concerns. The principal, assistant principal, school counselor, school psychologist, and other education specialists are also available for consultation and additional support.

CLOSED CAMPUS

We are a Closed Campus, which means students are not to leave the school grounds during the school day without clearance from the office and guardian permission.

COMMUNICATION FOLDERS

Many teachers will send communication folders home on a weekly basis. Folders are sent home each TUESDAY (based on each individual teacher). School-wide or PTA information will usually be sent home on TUESDAYS.

COMMUNICATION

Communication is one of the most important tools we use in our school. We welcome and foster a cohesive team approach to meeting the individual needs of your child(ren). Please don't hesitate to contact a teacher at any time should you have a concern or wish to meet with them in person. Teachers will send guardians emails, calendars, and/or classroom newsletters. Communication folders should be sent each Tuesday.

CROSSWALK SAFETY

We ask that you respect all crosswalk safety procedures. Take some time to teach your children the proper use of a crosswalk. Some things to consider: • Student are not to enter a parking lot without a parent (or adult) escort. • Students are not to cross a crosswalk until you have stepped off a bike or looked both ways or waited for cars to stop. If you are using the Hawk crosswalk, please be sure to use the light for assistance.

COMPULSORY EDUCATION

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 in 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.

DAILY SCHEDULE

Office Hours: 8:00 a.m. to 4:00 p.m.

First Bell 8:45

Tardy Bell 8:50

2019-2020 Schedule

		Monday-Thursday Prep Times		Daily Schedule	
9:00-9:45	McIlrath, Slade, Brown, Chang			First Bell 8:45	
9:45-10:30	Capener, Carlson, Burton, McMullin				M-Th 8:50- 3:25
10:30-11:15	Kutterer, Griffin/Heaston, DeVries, Bush				Friday 8:50-1:25
11:15-12:00	Schoenfeld, Bateman, Wilson, Ropers/Byers			Kindergarten	
12:00-12:25	LUNCH				Monday-Thursday
12:25-1:10	Pforts, Demke, Furlong, Wang				AM 8:50-11:30
1:10-1:55	Thorne, Teague, Rushton, Garner				PM 12:50-3:25
1:55-2:40	Cottrell, Handy, Kao, Carson				Friday
2:40-3:25	S.Griffiths, Wu, D.Griffiths, Shao				AM 8:50-10:50
					PM 11:25-1:25
	Friday Prep Schedule			AM Recess	
Schenck				10:00-10:15	2nd, 4th
10:10-10:55	Computer			10:15-10:30	1st, 3rd
10:55-11:40	P.E.			10:30-10:45	K, 5th
11:40-12:25	LUNCH			PM Recess	
12:40-1:25	Music			1:30-1:45	2nd, 3rd, (Kao, Carson)
				1:45-2:00	4th, 5th
A.Larsen				2:00-2:15	1st, K, 6th (Garner)
9:00-9:23	P.E.				
9:23-9:46	Music/Art			LUNCH	
9:46-10:09	Computer			11:10-11:50	1st Grade
				11:30-12:10	3rd Grade
M.Larsen				11:35-12:15	5th Grade
9:00-9:23	Computer			12:00-12:40	2nd Grade
9:23-9:46	P.E. AM			12:10-12:50	4th Grade
9:46-10:09	Art/Music			12:20-1:00	6th Grade
11:30-11:53	Art/Music				
11:53-12:16	P.E. PM			Computer Large Lab Times	
12:16-12:39	Computer			1:00-1:30	3rd Grade, Kao
				1:30-2:00	Open lab
Schenck				2:00-2:30	4th Grade
9:00-9:23	Art/Music			2:30-3:00	1st Grade
9:23-9:46	Computer			3:00-3:25	2nd Grade
9:46-10:09	P.E. AM				
11:30-11:53	Computer				
11:53-12:16	Art/Music				
12:16-12:39	P.E. PM				
Scatter Groups- Reading			Math Support		
9:00-9:30	6th Grade	11:00-11:30	3rd Grade	1:00-1:30	4th
9:30-10:00	1st Grade	11:30-12:00	2nd Grade	1:30-2:00	K, 6th
10:00-10:30	Kindergarten	12:30-1:00	5th Grade	2:00-2:30	2nd, 5th
10:30-11:00	4th Grade			2:30-3:00	1st, 3rd

DARE

The DARE program will be taught to 6th grade students by Officer Stan Penrod. (Syracuse Police).

DAVIS READS

We support and participate in the Davis Reads initiative. "Davis Reads" is a countywide effort that engages schools, libraries, cities, and businesses in the endeavor of entwining the joy and the ability to read through each of our citizens. Each year in March we celebrate with a Reading week, honoring Dr. Seuss.

DAVIS READS by holding a school-wide read-a-thon from 9:00 – 10:00 a.m. All students, teachers, and staff read simultaneously and celebrate reading.

DAVIS SCHOOL DISTRICT MEMORANDUM

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 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 2018-2019 school year.**

NOTICE OF NON-DISCRIMINATION

Davis School District and Syracuse Elementary 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:

Bernardo Villar,
Director of Education Equity
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Director of Human Resource
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Scott Zigich
Director of Risk Management
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P.O. Box 588
20 North Main Street
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(801) 402-7850

DISCIPLINE PLAN

CLASSROOM- Individual teachers will, with student input, establish classroom rules/ plan for their own classroom. This plan will include specific behavior expectations with rules and consequences for inappropriate behavior and recognition for appropriate behavior. These will be clearly posted and communicated to the students.

DISCIPLINE AND STUDENT CONDUCT – DISTRICT POLICY

<https://www.davis.k12.ut.us/district/administration/policy-manual>

DISCIPLINE PLAN - SCHOOL

Positive Behavioral Interventions and Supports, or PBIS, is a program-wide behavior plan that Syracuse Elementary has implemented for our school. The goal is to improve the class environment with positive behaviors. PBIS defines, teaches, and supports appropriate student behavior to create a positive school environment where teachers can teach, and students can learn.

As a program we have developed expectations for all areas including the classroom, hallways, playground, line, bathrooms, and lunchroom. We will teach these behaviors to the students, practice them, and reinforce them. These expectations will then be broken down into a “HIVE Matrix” that is posted around the school with the HIVE rules so that students always know what is expected.

Our- Program-Wide expectations are: *Have Respect *I am Responsible*Value Integrity* Everyone is Safe

If rules are not followed, there is a leveled rubric that is used school wide. There are four levels to the rubric depending on the severity of the offense. Students may be asked to go to a SNAP (Student Needs A Place) desk/center for a designated amount of time set by the teacher or administration while they refocus and reflect on their poor choice. A form is filled out by the teacher and sent home for a parent signature. Reoccurring offenses may include missing recess, parent-teacher conference, suspension, or expulsion.

School Behavior Management Rubric

	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1	Cheating Teasing or Exclusion Disruptive Classroom Behavior Inappropriate Language Inappropriate use of equipment Throwing Object Running in the Halls or Classroom Refusing to work Lying Inappropriate items at school Dress code violations	Reteach Student	Verbal Warning One inside recess Parent Contact	<u>“SNAP”</u> Written Warning Three Inside Recesses Student Calls Parent <u>with</u> teacher	<u>Face to Face Conference with Parent</u> Five Inside Recesses Behavior Specialist.
Level 2	Hitting – pushing, Kicking, grabbing, or unwanted touching Play Fighting Destroying property Disrespecting/disobeying adult (running/hiding from) Obscene gestures Offensive language Provoking Violence Spitting Stealing Intentional tackling Intimidation Inappropriate display of affection Intentional clawing	Reteach Student Verbal Warning One Inside Recess Parent contact	<u>“SNAP”</u> Written Warning Three Inside Recesses Student Calls Parent <u>with</u> Teacher	<u>“SNAP”</u> Face to Face Conference with Parent. Five Inside Recesses Behavior Specialist	Office Referral 1 day in School suspension

Level 3	Severe Hitting, Threats Severe Harassment (Bullying) Biting Intentional clawing (draws blood) Racial Slurs Fighting/Physical Assault Gang Activity Hazing Peeing outside Pornography Illegal Substances Sexual Harassment/Assault Vandalism Weapons	<u>“SNAP”</u> Written Warning Three Inside Recesses Student Calls Parent <u>with Teacher</u>	<u>“SNAP”</u> Face to Face Conference with Parent. Five Inside Recesses Behavior Specialist	<u>“SNAP”</u> Office Referral <u>Meeting with Parent, Student, Teacher and Admin.</u> Behavior Specialist	OFFICE REFERRAL Meet with parents and administration to make plan for student. In or Out of school suspension District Referral LCMT
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***Level 3 is an automatic major referral in PBIS
 **SNAP is NOT in the office for level one or two.

Safe School Policy: Subject: 5S-100 Student Conduct and Discipline

It is the purpose of this policy to promote a safe and orderly school environment for all students and employees. The Davis School District holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school-sponsored activities. 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, prosecution, or both.

School Administration will be involved in all safe school issues. A Behavior Referral form or a documented phone call to parents must be made.

SNAP (Student Needs A Place)

- 30 minutes in buddy classroom.
- Must fill out paper work in SNAP folder and complete classroom work before returning to the classroom.
- **Students must go to SNAP before an office referral is made.**

DRESS STANDARDS

Our focus at school is the education of students. We have a minimal dress standard to make sure clothing (or the lack thereof) does not interrupt this process. Please help students:

- Come to school fully clothed, including appropriate footwear.
- Wear clothing that covers the entire torso, midribs, buttocks, shoulder straps, and under garments.
- Wear shorts/skirts/dresses that have a length that is closer to the knee than to the top of the leg while sitting down. Leggings should be covered to mid-thigh all the way around.
- Wear proper footwear for activities (e.g. tennis shoes for PE).

- Wear proper clothing for outdoor play (e.g. coat, hat, gloves, and boots for winter weather or sunglasses and hat for summer weather).
- Wear clothing that is free from offensive language.
- Wear hair styles/colors that do not bring undue attention to the student or that may interfere or cause disruption to the educational process.
- Be respectful about head wear. Hats, bandanas, etc. are not allowed to be worn inside the building.

We also ask that parents visiting our school adhere to these same standards so as not to disrupt learning.

DUE PROCESS

When a student is suspected of violating Syracuse Elementary 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 enough 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 for which the student is suspended; and
4. The time and place for the parent or guardian to meet with a designated school official to review the suspension.

ELECTRONIC DEVICES

We live in a world full of technology and love to use it to further education. Sometimes the use of these items can be a hindrance instead of a help, so we ask that students follow this policy for electronic devices:

- Phone usage is allowed before and after school. Phones are to be powered off and stored in their backpack during the school day. Phones are not allowed in the lunchroom or on the playground.
- Tablets, MP3 players, iPods, Kindles, etc. may be brought to school and used in class for educational purposes under the direction of the teacher. These devices can assist with reading and other learning.
- Gaming devices (e.g. Gameboys) are not allowed at school. These items can be damaged or stolen at school, so please leave them safely at home.
- The school cannot be, and is not, responsible for electronic devices brought to school.

Unfortunately, any misuse of an electronic device will result in the device being taken away from the student and returned at the end of the school day. If this misuse is repeated, the student's parent will be required to pick the device up from the school. Chronic misuse will remove the student's privilege to bring these devices to school.

EQUAL EDUCATIONAL AND EMPLOYEE OPPORTUNITIES

It is the policy of the Davis School District and Canyon Creek Elementary to provide equal educational and employment opportunity for all individuals. Therefore, the District and Syracuse Elementary prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status, etc. in its programs and activities,

and provides equal access to the Boy Scouts and other youth groups. This policy extends to all aspects of the Davis School District and Canyon Creek Elementary educational programs, as well as to the use of all DSD facilities, and participation in all DSD-sponsored activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 education records. These rights are:

1. Parents have the right to inspect and review all their student's education records maintained by the school within 45 days of a request for access.
2. Parents have the right to request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. 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.

Generally, the school must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. Such exceptions include, but are not limited to: school officials with legitimate educational interests; other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

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:

- Student's name
- Student's address
- Student's telephone number
- Date of birth
- Parent email address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photograph
- Most recent educational institution attended by the student

If you, as a parent, do not want Syracuse Elementary 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. 20202-8520

1-800-USA-LEARN (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.

[Davis School District Privacy of Student Information Link](#)

FAMILY VACATION PLANNING

Teachers work hard to create dynamic learning experiences that build deep conceptual understanding. These experiences cannot be "made up," done online or stapled into any kind of packet. Despite our best efforts, periodically take children out of class for vacation trips. Contact should be made between the parents and teacher, preferable before the child leaves. The teacher should inform the parent of the concepts the student will miss while not in attendance. Where possible (and productively useful), students should be given work to complete so that the time missed will not put them too far behind the class. If this is not possible, inform the parent/guardian and provide the missed assignments upon the student's return. Not all assignments can be made up. Be reasonable when assigning work and remember that the vacation experience may be a learning experience. Do not criticize or demean parents for timing their vacation during school. You do not always know the circumstances under which the decision was made to do so.

FIGHTING/BULLYING/HARASSMENT

Davis District Policy and Procedures for Student Conduct and Discipline:

<https://resources.finalsite.net/images/v1527285843/davisk12utus/lib2nzljfgorkvmbjnxm/5S100StudentConductandDiscipline.pdf>

FIELD TRIPS

We are so to our PTA for supporting us in some field trips. Each class will attend off-campus fieldtrips throughout the year. Permission for field trips is necessary as students are leaving school grounds.

FOOD/DRINKS/GUM

All food and drinks are restricted to the lunchroom or to the classroom. Gum is not allowed on school grounds. All food items that are brought to be shared must be commercially prepared. Please be aware of special dietary needs and limit empty calorie foods.

GRADES, GRADING PERIODS, MIDTERM PROGRESS Grades, grading periods, and mid-term progress reports indicate student progress for that period of time and should be treated with great importance. Term grades are final and are placed on the permanent record card of each student. It is also important to note that midterm notices are not grades, but progress reports. Whenever questions arise on grades, students and parents are to contact the teacher immediately. The office personnel do not have the teacher's records and therefore cannot indicate reasons for student grades. When questions do arise, or whenever a progress report is desired, teachers are available to meet with parents to discuss individual concerns. Teachers are encouraged to 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 IN SCHOOL – Students should be respectful of other students learning as they move through the hallways. Expected behavior for the hallways is walking quietly to your destination. Teachers should guide students to walk on the right side of the hallway in a single file line to prevent confusion.

HOMEWORK

Homework is an important way to reinforce and practice what is learned in school. Teachers should give meaningful homework that aligns with concepts being taught. We follow the homework guidelines given by Davis County School District. Homework may be given for pre-learning, to check for understanding, as practice for concepts taught in class, or extension and integration. The amount of time a student should spend on homework each night varies by grade level.

K/1st—5-10 minutes

2nd—20 minutes

3rd—30 minutes

4th—40 minutes

5th—50 minutes

6th—60 minutes

*Immersion classes have an additional 10-15 minutes

These times include nightly reading along with anything else the teacher assigns. If homework is taking your child longer than these times, please have a conversation with their teacher; modifications can be made.

ILLNESS/INJURY

If your child becomes ill or seriously injured, we will make him/her as comfortable as possible and then call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers listed on the registration card. For your child's safety and well-being, please keep the registration card current. In the case of a life-threatening illness or injury, emergency services will be called and you will be contacted immediately thereafter.

INSTRUCTIONAL MODEL

Link to Instructional Model below

https://livedsdmail-my.sharepoint.com/personal/mamerkley_dsdmail_net/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fmamerkley_dsdmail_net%2FDocuments%2F2019-2020%2FSyracuse%20Elementary%20Instructional%20Model%2Epdf&parent=%2Fpersonal%2Fmamerkley_dsdmail_net%2FDocuments%2F2019-2020

KEYBOARDING

Elementary Keyboarding Benchmarks: 3rd Grade -- 15 wpm 4th Grade -- 20 wpm 5th Grade -- 25 wpm 6th Grade -- 30 wpm. We encourage students to practice on their own. Our computer lab is open every morning at 8:15-8:45 to working on keyboarding or I-Ready programs.

LATE START

For weather related late-start days all parents will be contacted by the District call-out system and prompted with a specific message.

LOST AND FOUND

Our school's lost and found is located in the Kiva area. When the lost and found contains a lot of items, our custodians will place items out on tables during ILP conferences for parents to go through. After that, items will be donated to Desert Industries.

LUNCH ACCOUNTS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide.

LUNCH AND BREAKFAST

Lunch and breakfast are served Monday through Friday. The lunchroom begins serving breakfast at 8:15 a.m. each morning. Parents are welcome to come and eat lunch with their student. If you will be having a school lunch, please alert our lunch manager, Elaine Potter, for lunch planning purposes. You may do this by simply calling the school office number.

Please pay for lunches in advance rather than waiting until a balance builds up. Students with an outstanding balance will bring a note home. Parents will receive a phone call or email for severely delinquent accounts. You may pay weekly, monthly, by the term, or by the year. You may pay online through myDSD (<https://mysd.davis.k12.ut.us/Account/Login?ReturnUrl=%2f>) by credit card (call 801-402-

7643), or send a check to: Nutrition Services, Bldg. G4 Freeport, PO Box 160485 Clearfield, Utah 84015-0485.

LUNCH PRICES

Meal Prices \$1.85 Elementary Lunch \$1.35 Elementary Breakfast \$2.25 Secondary Lunch 14 \$1.40 Secondary Breakfast \$.40 Reduced Price Lunch \$.30 Reduced Price Breakfast \$3.40 Adult Lunch \$2.00 Adult Breakfast \$.40 Milk

LUNCH MENU

Here is a link to our school lunch menu for each week:

<https://davis.nutrislice.com/menu/menus-eula-splash>

LUNCH TOTES

Classroom Lunch Totes (for student home lunches) are kept in the hallway entering the cafeteria.

MEDIA PERMISSION

DAVIS SCHOOL DISTRICT MEDIA PERMISSION LETTER

Student Interview/Photograph/Videotape

Dear Parents,

Part of the communication efforts of the Davis School District and your child's school is to let the general public know about the educational activities occurring within the walls of our schools.

Because of the effort, we often invite reporters to the schools to cover educational activities and events. There are also times when reporters contact the District or the school regarding a story.

Anytime the media wishes to highlight work or activities within our District or schools, we work with them so they can accomplish their job and so our efforts or viewpoints can be communicated.

The main focus of education, of course, is students, and during the vast majority of time, the media will want to focus on students as the subject of their stories.

For that reason, we are seeking your permission ahead-of-time for your student(s) to be interviewed, photographed or videotaped in the event such an opportunity surfaces during the school year.

If you **DO NOT** want your student to be involved in media coverage – be photographed, interviewed or videotaped by the media – please fill out this form and return it to the school.

Please note, your permission will be assumed if the school does not have this completed form on file.

Student Name(s):

Parent(s) Name:

Address:

Phone:

Signature:

[Davis School District Media Permission Letter Link](#)

MEDICATION

Occasionally students have a need to take medication during the school day on a long-term basis. We can administer this medication with signed documentation from their physician. This includes things such as inhalers, insulin, ADHD medication, etc. If this need arises, please contact the office for specific information.

Students that are suffering from a small ailment may carry one dose of medication with them, if parents feel they are responsible enough to self-administer. Teachers cannot be responsible to help children administer medication.

MISSION STATEMENT

Our district mission is LEARNING FIRST! We want to ensure that each child attain his or her highest level of academic performance and develop to his or her fullest potential, physically, socially, and emotionally. Our mission will be fulfilled by a competent staff and involved community working in unity.

School Mission Statement - All students are actively engaged and focused on learning, to ensure student growth and success while being respectful, responsible, and safe.

MYDSD / GUARDIAN ACCOUNT

Parents can access all student information on their myDSD account. Here you will have access to report cards, attendance, testing data, and more. You can make payments for lunch accounts, yearbooks, and other optional school fees.

All parents will need a login (email address) and their student's ID.

Your child's student ID can be obtained by calling the office.

To access myDSD system: 1. Go to the District home page at <https://www.davis.k12.ut.us/>

2. Click on the myDSD icon in the upper right corner of the page, then enter your username and password.

NOTICE OF NON-DISCRIMINATION

Davis School District and Syracuse Elementary 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

Bernardo Villar,
Director of Education Equity
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-5319

Midori Clough
ADA (Student Issues) /504 Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-5180

Suzi Jensen
Director of Human Resource
Davis School District
P.O. Box 588
45 East State Street
Farmington, Utah 84025
(801) 402-5132

Tim Best
Lifestyles Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-7850

Scott Zigich
Director of Risk Management
Davis School District
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
(801) 402-7850

SAFE & ORDERLY SCHOOLS It is the policy of the Davis School District and Endeavour Elementary 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 "weapon", "explosive", and "noxious" 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, , 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 17 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 Endeavour Elementary 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/HARRASSMENT/ HASSING 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, 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 retaliation. District policy may be found at 5S-100 Conduct and Discipline. Endeavour Elementary policy may be found on our school website 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 Endeavour Elementary. 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.

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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. Endeavour Elementary 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 inquires may be sent to FPCO via the following email address: PPRA@ED.G

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.

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Syracuse Elementary 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

OFFICE HOURS The office is open on school days from 8:00 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. Arrangements for before and after school programs, must be coordinated with the teacher/trainer with specific drop off and pick up times & procedures.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled three times per year. Two are required conferences while the third conference is an "optional" conference requiring only one evening.

P.E. Footwear safety; no sandals, flip flops, clogs, platform /high heels, open toed shoes, plastic bottoms, snow boots or other footwear that would be unsafe in PE situations. There will be an alternative physical activity for those that cannot participate in the activity for that day. If girls wear dresses, they should have a pair of shorts to wear underneath. Students should participate with enthusiasm. Students are responsible for their actions and are expected to make good choices.

PETS

Pets are not allowed at school under any circumstance. This is mandated by the Health Department. A great alternative for students who wish to 'show and tell' their pet, could do so with a picture or video clip.

PROTECTION OF PUPIL RIGHTS AMENDMENTS AND UTAH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.

After taking notice of what were perceived as abuses of family privacy and parental autonomy by some educators, and following a pattern established under federal law since 1978 (PPRA), the Utah Legislature adopted, in 1994, a state law designed to ensure that family privacy and parents' involvement in their children's education would be respected in all aspects of the public school curricula and activities.

Once consent is given for an activity, can a parent change his or her mind?

Yes. Unless otherwise agreed to by a student's parent and the person requesting written consent, the authorization is valid only for the activity for which it was granted, or until the parent withdraws consent by submitting a written withdrawal of authorization to the school during the course of the activity.

What does a school employee do if parental consent notice is sent and a parent doesn't respond in a timely manner?

The law requires a response from the parent before the student can participate in discussion of protected areas or subject matter. The student would have to be excluded until the parent responds.

What about asking for protected information through anonymous surveys or other inquires where the student is not identified on the response?

The legislation specifically applies "whether the information is personally identifiable or not."

What happens if a student voluntarily discloses something that is protected?

Under the statute, the key word is not *voluntarily*, the key word is *spontaneously*. While the act specifically exempts spontaneous expression, the use of any part of the

curriculum or school activity "in which the purpose or evident intended effect is to cause the student to reveal" prohibited information is not allowed. Nothing in the act was intended to restrict the right of a student to exercise "free speech" and related rights allowed by other state legislation.

What happens when we have an emergency, child abuse problem, or some other challenge that requires us to act before we can talk to parents and get their written consent to make inquiries of a student regarding their parents, medical needs, or conduct at home?

The statute specifically exempts those school employees who are responding to a situation that they "reasonably believe to be an emergency" or who are acting in compliance with state child abuse reporting laws or a court order. There are other narrow exceptions to the parental consent requirement in both the state and federal laws.

What happens if a child is in serious trouble because of what seems to be an abusive parent or family member?

State law and State Board of Education rule provide that "when any person. . .has reason to believe that a child has been subjected to" this situation, he/she "shall immediately notify the nearest peace officer, law enforcement agency, or office of the State Division of Child and Family Services (DCFS)."

Should a school employee notify a parent if a child is in danger?

Yes. When a school employee believes that "a situation exists which presents a serious threat to the well-being of the student," the employee is directed to "notify the student's parent or guardian without delay." However, when the matter has been reported to DCFS, it is the responsibility of the Division to notify the student's parent or guardian of any possible investigation or take other appropriate actions.

What would be some examples of student behavior that could constitute a "serious threat to the well-being of a student" that was not the result of child abuse?

Examples could include abusing drugs or illegal contraband, promiscuous sexual activity, attempted suicide, or involvement in criminal or delinquent conduct.

• **What are the differences between the state law and the federal laws that have been passed to protect students and parents?**

The Utah legislation affords parents and students additional protections that do not exist under current federal law.

- the legislation clarifies, from the outset, that public educators have a duty to protect the privacy of students, parents, and their families;
- the protections apply regardless of the source of funding;
- the protections apply to all aspects of the curricula and school activities;
- the protections apply whether the information is personally identifiable or not;
- the protections apply not only to close personal and familial relationships of the student but also other family members; and
- the consent is only valid for the activity for which it was granted.

A Utah statute makes it possible to tailor enforcement to meet unique local needs rather than federal priorities.

What rights do these laws afford parent?

A District employee must obtain **prior written consent** from a student's parent if the employee plans to administer any psychological or psychiatric examination, test, treatment, or any survey, analysis or evaluation that has the purpose or evident intended effect of causing the student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:

- political affiliations or, except as provided under UCA §53G-10-202 or rules of the Utah State Board of Education, political philosophies;
- mental or psychological problems;
- sexual behavior, orientation, or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of individuals with whom the student or family member has close family relationships;
- religious affiliations or beliefs;
- legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and
- income, except as required by law.

The prohibitions above also apply within the curriculum and other school activities unless prior written consent is obtained.

When must a parent be notified?

At least two weeks before this test/treatment/survey/analysis/evaluation is administered or information listed above is sought, unless the parent chooses to waive the two-week minimum notification period.

Why is time allowed for parental decision making regarding these matters?

Parents and families of students have protected privacy rights in the public education setting. It is reasonable for parents to have adequate time to make important decisions. Parents may wish to contact the school employee to discuss proposed curriculum, assignments, or testing or alternatives to the objectionable activity. Therefore, the waiting period provided in FERPA is a reasonable accommodation to parents. Written parental consent is valid only if the parent has been given notice and a reasonable opportunity to obtain written information regarding:

- the information and relationships that will be examined or requested;
- how the records or information will be examined or reviewed;
- the means by which the information will be obtained;
- the purposes for which the records or information are needed;
- the entities or persons (public or private) who will have access to the personally identifiable information; and
- how a parent can give permission to access or examine the personally identifiable information.

PTA

Our PTA is composed of parent volunteers. They support our school in many ways to enhance our school programs and events. We appreciate all their support to enhance our school activities and develop academic, emotional, social, and intellectual skills. They are invaluable to our school community. If you would like to join the PTA Board, please contact our school office or administration at 801-402-2600.

RECESS

We recognize the need for students to have breaks from rigorous classwork during the day. Most students have a morning and afternoon recess, as well as after lunch. Please help your student come prepared for the weather that may occur during the day. We go outside if there is not heavy precipitation, the temperature is above 20 degrees and below 110 degrees, and it is a green or yellow air day.

Students that need to stay in from recess due to illness or injury simply need to have a note from a parent. Unfortunately, some students may need to miss a whole or part of a recess due to behavior concerns.

Playground items (e.g. basketball) may be brought from home at your own risk. The school is not responsible for lost, stolen, or damaged items brought from home. These items should be clearly labeled with student name. All playground rules apply to items brought from home.

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.

SAFE ROUTE UTAH (Previously SNAP Plan)

Link to Safe Route Plan

<https://www.saferoutesutahmap.com/map/school-maps/syracuse-elementary-53>

SAFETY

Safety for all our students, faculty, and staff is a high priority for us. Once school begins all doors, except those by the office, are locked. Anyone coming to visit, or volunteer must come through the office. We participate in Standard Response Protocol and have a school Emergency Plan in place. We have a school wide Behavior Rubric and classroom teachers have individual classroom management plans in place. (Please see their disclosure statements for specifics.)

SAFE UT

Crisis and Safety Tipline How to Submit a Tip • Students experiencing crisis, bullying, threats or who are aware of a threat can communicate with SafeUT in the following ways: o SafeUT Mobile App (call and chat functions) o Call Lifeline 1-800-273-8255 (routed to a UNI crisis counselor at the UNI Crisis Line) o Reporting via website will be available via individual school websites as schools onboard this function Key Features of SafeUT • Anonymous, confidential and password protected 22 • Real-time, two-way communication with SafeUT crisis counselors available 24/7 • Tips can be submitted with picture and/or video • Mobile App works with Apple & Android devices • Multiple languages available.

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 Syracuse Elementary School.

SECURITY OF OUR BUILDING

The building will be open at 7:00 am – 6:00 pm each school day. Security badges will allow entry through the doors with keycard readers.

Hours on holidays are scheduled by the district, and we are not allowed to be in the building during holiday hours. Teachers will receive emails as to the dates and times.

When you are ready to leave make sure all windows are shut and doors are shut and locked. Always double check the outside doors behind you by pulling on them to make sure they have latched shut.

You must leave the school building before security goes on. If you cause security to go on because you do not leave the building on time, you will be charged a \$75.00 fee to reimburse DSD for the cost of having Syracuse Police Department make a call to the building that is not an emergency.

SERIOUS VIOLATIONS

It is the purpose of this policy to promote a safe and orderly school environment for all students and employees. The Davis School District (District) holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school-sponsored activities. 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, prosecution, or both.

STEM FAIR Students in 5-6 grade can participate in the school Science Fair; however, only 6th grade students can move on to the district competition.

SCOOTERS AND SKATEBOARDS

Scooters can be brought to the school, but skateboards are "NOT OK" to bring to school/class. No powered/motorized ride-on items are allowed on school property. All scooters will be stored in the classrooms until school dismisses. Scooters are to be walked on school grounds for safety reasons. Failure to comply to this rule may lead to the opportunity of having your scooter here on school grounds during school hours.

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-out program by recommendation of their teachers and the student's grades, based on the following criteria: • Above average ability • Task commitment • Creativity • Leadership.

STUDENT ACCIDENTS

A report should be filled out under the following circumstances:

The accident caused an injury which required medical attention by a doctor or other medical person

The accident caused the student to be absent from school a half-day or longer

The accident occurred due to a specific hazardous condition

The accident required first aid by school personnel (including any immediate treatment beyond band aids.)

SOCIAL MEDIA

Visit our school website at: <https://syracuseel.davis.k12.ut.us/> Follow us on Facebook, Instagram, and Twitter. Links are found on our school website. District flyers are sent through Peachjar: <https://app.peachjar.com/flyers/all/schools/107561/>

TARDY STUDENTS

Students should be at school and lined up with their class by 8:45 AM. Teachers are expected to pick up their class when the bell rings. A tardy student must report to the office before being admitted to the classroom. If students come to the classroom without a tardy slip, please send them back to the office to check in.

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 can be accessed through the child’s “MyDSD” account. 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.

TELEPHONE – OFFICE

Students should use their classroom phone with teacher approval to contact parents. The office phones are not for student regular use but are available for unique or emergency situations. Office phones are not available to arrange after school play time with friends. Student should arrange these play opportunities with parents at home.

TERM DATES

The school year is divided up into Terms (4). Halfway between each term is a midterm date. At each end of the term, SMART reports will be available through myDSD.

TOYS (and electronic games)

All toys and electronic games should be left at home. 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.

TOYS AND OTHER PERSONAL ITEMS

Playground items (e.g. basketball) may be brought from home at your own risk. The school is not responsible for lost, stolen, or damaged items brought from home. These items should be clearly labeled with student name. All playground rules apply to items brought from home.

Toys (including trading cards) and other personal items (including nail polish and perfume) are not allowed at school. These items can get lost, stolen, or broken and can disrupt learning.

TRANSPORTATION TO SCHOOL

There are many ways our students arrive at school: bus, walking, cars, bikes, scooters, etc. We have a Safe Route Plan/SNAP plan <https://www.saferoutesutahmap.com/map/school-maps/syracuse-elementary-53> to help students get to and from school along the safest routes possible. Please take a moment to review this plan and discuss the safe transportation guidelines below with your student(s).

Bus

We have a few students that ride a bus. The transportation department asks that students follow these simple rules on the bus:

- Please stay seated while the bus is moving
- Do not use abusive language
- Please keep hands, feet and other objects to yourself
- Always follow directions of the driver
- For safety reasons, skateboards and scooters are not allowed on the bus.

Students that have an issue arise with the bus rules may be assigned a seat, have a conversation with the principal, or lose bus privileges for one or more days.

Bikes and All Things with Wheels

If you like to ride a bike or other item with wheels (scooter, wheelies, etc.) to school, please follow all traffic laws as well as these rules:

- Always wear a helmet
- **Walk bikes, scooters, skateboards, etc. on school grounds***
- Walk bikes and scooters in crosswalks.
- Bikes should be locked up in the racks located on the northeast side of the bus loop
- Scooters and skateboards have a 'parking lot' located in the bins by the their classroom.

*Students that have forgotten this rule will be given a reminder. If the reminder does not produce compliance to the rule, for safety, items will be taken away and returned at the

end of the day. Students that have a chronic problem with forgetting this rule may lose the privilege of riding wheeled items to school.

Walking

Those students that walk to school need to make sure they follow all the traffic laws. This includes paying attention to the crossing guard at all crosswalks. Please stay on the sidewalk and be respectful of the lawn and yards of the people along your walking path.

Car

If students arrive by car, please take a moment to look at the map outlining appropriate drop off and pick up lanes and suggestions for alternate drop off/pick up locations.

TRUST LANDS

Our Community Council works to spend Land Trust funds to support learning at Syracuse Elementary. You can visit our Community Council website for detailed information of our school goals and progress

<https://syracuseel.davis.k12.ut.us/school-information/community-council>.

TUESDAY FOLDERS

An envelope will be sent home every Tuesday with each child. It will contain any letters, flyers, notices, etc. from the school or teacher. Please check this envelope every Tuesday and return any required paperwork. This is also a tool to use for sending information back to the teacher. We try and include any communication in this folder, but there are rare occasions something may come home a different day.

VANDALISM

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

VISITING CLASSROOMS

Parents and visitors are required to show a valid ID and wear a nametag/badge for the duration of their time in the school.

VOLUNTEERS AND VISITORS

We love our volunteers! They help with reading, math, and general tutoring of individual students and small groups as well as assisting teachers. If you wish to volunteer, please contact your child's teacher or the PTA.

For the safety of our students, volunteers need to enter through the front door, check in at the office computer, and obtain a volunteer/visitor badge. Please return to the office and sign out before leaving the school.

WEAPONS AND EXPLOSIVES

Weapons – Mandatory One Year Expulsion

Any student who, in a school building, in a school vehicle, on District property, or in conjunction with any school activity, (a) possesses, controls, sales, arranges for the sale

of, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) 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 year, subject to the following: 2.3.1. Within forty-five (45) days after the expulsion the student shall appear before a member of the District Case Management Team, accompanied by a parent or legal guardian; and the Case Management Team shall determine: [a] what conditions must be met by the student and the student's parent for the student to return to school; [b] if the student should be placed on probation in a regular or alternative school setting consistent with Utah Code Ann. §53G-8-208, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and [c] if it would be in the best interest of both the District and the student to modify the expulsion term to less than a year giving highest priority to providing a safe school environment for all students.

WEB PAGE- SCHOOL SITE Our school web page is updated daily. Please bookmark our site and visit often: <https://syracuseel.davis.k12.ut.us/>

WEB PAGE – TEACHER SITES

On many teacher pages you will find the following information: o Disclosure o Weekly Schedule o Newsletter Link o Calendar o Spelling/Vocabulary Lists o Homework Helps o Curriculum DESK Standards • In addition, you may see upcoming events, math concepts, or other helpful hints for parents.

WELLNESS POLICY

NutritionandPhysicalActivityWellnessPolicy.pdf
<https://resources.finalseite.net/images/v1559237989/davisk12utus/n1pzxac4kykusnnoglmc/5S-302NutritionandPhysicalActivityWellnessPolicyDRAFT11.pdf>

To optimize student performance potential, the Board of Education of Davis School District (Board) promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The Board supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.