

BLUFF RIDGE STUDENT HANDBOOK TABLE OF CONTENTS

Bluff Ridge Elementary Faculty and Staff	1
SCHEDULES: BELL	2
Bluff Ridge Elementary School Policies.....	2-3
ATTENDANCE POLICY.....	2
Absenteeism and Tardiness.....	2
Arrival Time	3
Attendance Letter	3
Birthday Celebrations.....	3
Check out Procedure	3
BICYCLES, SCOOTERS, INLINE SKATES, SKATEBOARDS	4
BOOK/EQUIPMENT SUPPLY REPLACEMENT	4
COMMUNICATION FROM SCHOOL	4
DISCIPLINE POLICY	4-6
The Point System.....	5
Administrative Response	5
DRESS CODE.....	6
SCHOOL DROP-OFF AND PICK-UP ZONES.....	6
Front of the School.....	6
North Side of the Building (Kindergarten Area)	6
South Side of the Building (Bus Loop)	6
EMERGENCY NUMBERS.....	6
FIELD TRIPS.....	6-7
FIRST AID AND ILLNESS AT SCHOOL	7
GENERAL STUDENT	
GUIDELINES.....	7
LOST AND FOUND.....	7
LUNCH/BREAKFAST.....	7
LUNCH RULES.....	9
MEDICATION	9
PARENT-TEACHER-STUDENT CONFERENCES	12
PERSONAL ITEMS.....	9
SAFETY INFORMATION AND CONCERNS	10
In Case of Emergency.....	10
Building Evacuation	10
Lock Out/Lock Down.....	10
Severe Weather Policy	10-11
SPECIAL SERVICES.....	11
STAYING AFTER SCHOOL.....	11
TELEPHONE	11
USE OF ELECTRONIC DEVICES BY STUDENTS	11-13
VANDALISM	13
VISITORS/ VOLUNTEERS	13-14
Davis School District Policies	17
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES	14
AUTHORITY TO SUSPEND OR EXPEL.....	14
CIVIL RIGHTS COMPLAINT PROCEDURE	14-15
COMPULSORY EDUCATION REQUIREMENTS	15

DISRUPTION OF SCHOOL OPERATIONS.....15

DRUGS/CONTROLLED SUBSTANCES15

DUE PROCESS16

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY.....16

EXTRACURRICULAR ACTIVITIES16

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT..... 16-17

 Student Education Records16

HARASSMENT/HAZING.....17

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS18

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT18

SAFE & ORDERLY SCHOOLS.....19

SEARCH AND SEIZURE.....19

SERIOUS VIOLATIONS.....19

WEAPONS AND EXPLOSIVESBAUTOMATIC ONE-YEAR EXPULSION 19-20

Bluff Ridge Elementary

Faculty and Staff

2019-2020

Principal: Adrienne Kennett
Assistant Principal: Brenda Gleed

K	Jan Holgreen		Essential Elements	Brandi Carr
K	Breanna Hunt			Adrienne Dixon/Heidi Rich
K	Diana McFarland			Kristy Sparrow
				Kim Lowry
1	Lori Adams/Carol Madsen			Cynthia Taylor
1	Mariah Buchei			Ray Von Cannon
1	Keri Conley			
1	Debi Thompson			
1	Kolette Ward		Media Specialist	Lawni Hamblin
			Music Specialist	Jennifer Achter
2	Lisa Anderson		PE Specialist	Rhonda Stoker
2	Jessica Corless		Computer Science Specialist	Nicole Tidwell
2	Kim Eschler		STEM Specialist	Michelle Tolman
2	Renee Gunnell		SEM	Nicole Christensen
2	Dan Nielsen			
			Head Secretary	Shelli Erekson
3	Lisa Bingham		Secretary	Danielle Stucki
3	Donna Fine		Secretary	Kristin Trimming
3	Kristin Smith		Counselor	Stephanie Daines
3	Rhonda Stoker		Psychologist	Dr. Ryan Alexander
3	Sarah Yates		STS	Clark Walton
			Speech Pathologist	Kaitlyn Leingang
4	Maurie Gardner		Speech Pathologist	TBD
4	Peri Griffin		ELA Coordinator	Kristy Rogers
4	Debra Lee-Devlin		Tutor	Ashlee Burst
4	Jonna Sherman			Jana Sperry
4	Tina Collins			Lisa Kealamakia
				Amy Henrie
5	Wendy Orme			Kami Smith
5	Stacy Holmes			Kristin Trimming
5	Kalli Randall			Sarah Weaver
5	Sondra Trillo			Bonnie Whiteley
5	Julie Wood			
			Lunchroom Manager	Renae VanOrder
6	Amy Baird			TBD
6	Lawon Nolan			Leigh Knell
6	Jyll Padilla			
6	Kathy Sorte		Playground	Sarah Weaver
6	Courtney Shutt			Kammy Green
SPED	Irma Vargas		Custodians	Chris Handley
SPED	TBD			Darlene Ryder
SPED TA	Shamane Ross			
SPED TA	Tiffan Rollins			

Bluff Ridge Elementary Bell Schedule

First-Sixth Grade

Monday -Thursday:

8:45 a.m. - 3:25 p.m.

Friday & Early Out:

8:45 a.m. - 1:25 p.m.

Kindergarten Schedule

Monday - Thursday

AM Session: 8:50 a.m. - 11:30 a.m.

PM Session: 12:45 p.m. - 3:25 p.m.

Friday

AM Session: 8:50 a.m. - 10:50 a.m.

PM Session: 11:25 a.m. - 1:25 p.m.

Bluff Ridge Elementary School Policies

ATTENDANCE POLICY

Daily attendance is necessary for students to progress academically. **Except for emergencies and sickness**, Utah law requires students to be in school every day. Parents and schools are accountable for regular school attendance under this state law. When it is necessary for your child to be absent, please call our attendance line at 801-402-2856. If your child is tardy, please check him/her in at the office. Punctuality is critical for your child and for others in the classroom. We ask that parents help make punctuality a priority. The first bell rings at 8:45 a.m. A student is tardy after 8:50 a.m. Students who arrive late miss important instruction and disrupt the learning for fellow classmates. Excessive absences/tardiness may result in truancy citations and/or referral to District Student Services. If your child cannot go outside for recess, please provide a written note to the teacher stating the reason for being excused. A doctor's statement may be required for extended illnesses. Frequent or extended absences from recess or P.E. may also require a doctor's statement. Make-up work is required when applicable. We want to educate your children and for that to happen, they need to be in school.

ABSENTEEISM AND TARDINESS

1. School administrators and teachers will encourage parents/guardians to comply with Utah attendance laws to ensure regular student attendance and punctuality.
2. The school will make reasonable attempts to notify a parent/guardian of student absences.
3. The teacher shall notify parent/guardian when a student displays a pattern of excessive absenteeism or tardiness.

In the event that a student displays a pattern of excessive absenteeism or tardiness, parents can expect the following steps to occur as needed:

1. Teacher will contact parents, conference with parents, and make referrals to school administration.
2. School administration will talk directly to the student, contact parents, and send attendance letters to parents with record of absences and/or tardies.

3. School administration will send a second letter with a copy to District Student Services and talk to parents/guardians to resolve attendance problems.
4. School administration will initiate court proceedings through the Student Services department IF needed.

ARRIVAL TIME

Parents are asked to not drop off students prior to 8:30 a.m. unless scheduled for breakfast or extracurricular activities. Students are asked to remain outside the building before school begins, unless they are eating breakfast at school, involved in a school activity, or the weather is very wet or extremely cold. During extremely inclement weather, students may come into the Multi-Purpose Room or Main Hall where they will be supervised. There will be a green 'GO' sign on the doors to notify the students that they can enter the building early. If there is a compelling reason that your student needs to wait in the building earlier than 8:45 a.m., please contact the school for arrangements.

ATTENDANCE LETTERS

Utah law and DSD policy require schools to notify parents when excessive absences occur. An attendance letter will be sent through our student management system. The letter will be sent to parents on the following schedule:

- 6 absences letter from classroom teacher
- 11 absences letter from assistant principal
- 16 absences letter from principal.

CHECK-OUT PROCEDURE

If a student leaves during the school day, parents or those persons authorized by parents to check students out (as listed on the registration card), must check him/her out in the office. Photo ID is required for adults to check out students. Due to safety concerns, we are not able to send your student out to meet you in the parking lot. Once the student is checked out, the office can call the student down to the office. **Please do not go directly to the classroom or remove your child from the playground during recess.**

BICYCLES, SCOOTERS, INLINE SKATES, SKATEBOARDS

Bicycles, scooters, inline skates, and skateboards brought to school are the sole responsibility of the student. They need to be placed in the bike racks and securely locked, or in the case of in-line skates and skateboards, placed in either backpacks, lockers or an out-of-the-way place in the classroom. Students must walk their bikes, skateboards and scooters when on school property and obey traffic laws to ensure better safety for all students. Inline skates must be removed and shoes worn when on school property. Skating and skateboarding are not allowed on school grounds. Electronic scooters are not permitted on school property.

BIRTHDAY CELEBRATIONS

When bringing birthday or celebration treats, store-bought (NOT home-made) items are permitted. To ensure the happiness of all students, party invitations may be handed out at school IF *every* student in the class is to receive one. If only a few students are to receive an invitation, those arrangements must be made at home.

BOOK/EQUIPMENT SUPPLY REPLACEMENT

Textbooks and library books are furnished free. However, if a student loses or damages a textbook, library book, assigned supplies, or recess/ P.E. equipment, parents/guardians will be assessed the replacement costs.

COMMUNICATION FROM/TO SCHOOL

Communication between home and school is critical to student success. You can expect regular communication in the following forms: classroom newsletters, phone calls, e-mails, and information on our school/teacher website. Important events will be posted on our Google calendar on the website. In an effort to effectively communicate with our Bluff Ridge families, important information will be sent home with the youngest child in each family as well as posted on our website. The PTA news will be emailed to parents monthly. Feel free to email teachers or administration with questions and concerns. **Phone calls to the classroom might not be answered during teaching time but will be returned during preparation time.**

DISCIPLINE POLICY

One of the most important lessons educators should teach children is self-discipline. It is the shared responsibility of the home and school to accomplish this goal. Discipline is the key to good conduct and proper consideration for others. A positive environment is maintained by recognizing and praising good behavior and taking corrective action when necessary. Students are always expected to put forth their best effort and to conduct themselves appropriately in a manner that will promote a safe, orderly learning environment. School and classroom procedures are explained and practiced with students. Any behavior that adversely affects the learning atmosphere or infringes upon the rights of others will NOT be tolerated and may subject a student to corrective measures. Acceptable corrective measures may include but are not limited to the following:

- Loss of privileges or preferred activities
- Recess Academy: time-out in the classroom or office
- Teacher-Student Conference
- Teacher-Student-Parent Conference
- Administrative Referral
- In-School or Out-of-School Suspension
- Exclusion or Reassignment of Educational Placement

The Point System

Points are given out for various offenses in the school. Not all offenses have been listed. Points are given out in the form of Bison Tickets or Incident Reports. Point values are given at the discretion of the issuer of the ticket. When a student receives points, he/she is required to take the Ticket or Incident Report home for a parent to sign and then return to the school. The following is a list of common offenses and point values:

Points	Description of Offense	Points	Description of Offense
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5	<p>Students will receive 5 points on the 3rd tardy and every tardy thereafter per term.</p> <p>Disruptive Hall Behavior – running, jumping, yelling, bouncing balls, hitting windows and walls</p>	35	<ul style="list-style-type: none"> ❖ Destruction of School Property (Plus Paying for or Replacing Damaged Property) ❖ Truancy ❖ Severe Physical Aggression <ul style="list-style-type: none"> • Hitting • Knocking Down • Attacking • Fighting ❖ Severe Verbal Aggression <ul style="list-style-type: none"> • Harassment or Intimidation
15	<ul style="list-style-type: none"> ❖ Failure to Follow Class/School Rules ❖ Lying ❖ Not Staying in Assigned Area ❖ Disrespect of Property ❖ Lunchroom Food or Beverage Outside of Cafeteria unless teacher approved ❖ Inappropriate Items (iPod, cell phone, toys, skateboard, rollerblades, etc.) ❖ Lunchroom Disruption <ul style="list-style-type: none"> • Throwing Food • Yelling ❖ Dress Code Violation ❖ Class Disruption ❖ Mild Verbal Aggression <ul style="list-style-type: none"> • Saying such things as shut up, you're stupid, etc. 	50	<p>All of these violations may be reported to the police and students will be suspended from school.</p> <ul style="list-style-type: none"> ❖ Any Prosecutable Offense ❖ Bomb Threat ❖ Lighting a Fire/Matches ❖ Possession or Use of Illegal Substances ❖ Racial/Ethnic Slurs ❖ Serious School Disturbance ❖ Sexual Harassment ❖ Theft ❖ Threatening Language ❖ Trespassing ❖ Vandalism ❖ Weapons
20	<ul style="list-style-type: none"> ❖ Mild Aggressive Behavior <ul style="list-style-type: none"> • Pushing • Rough play • Tripping 		
25	<ul style="list-style-type: none"> ❖ Insubordination - Failure to Follow Directions of Staff, Faculty and/or Others ❖ Disrespect for Faculty/Staff/Others 		

Process for corrective action:

Level 1	Level 2	Level 3
1-Warning = Bison Ticket 2-Recess Academy 3-Parent Contact 4-Teacher/Student/Parent Conference	1-Warning = Bison Ticket 2-Recess Academy 3-Parent Contact 4-Teacher/Student/Parent Conference 5-Administrative referral	Administrative Referral Referral to Case Management

Administrative Response:

- At 50 Points: Parent-Teacher-Administrative Conference
- At 100 Points: One day ISS and Parent-Teacher-Administrative Conference
- At 150 Points: Two days ISS and Parent-Teacher-Administrative Conference
- Incidents that result in a Safe School Violation may lead to suspension, referral to DSD Risk Management, or expulsion.

NOTE: Students can earn off Bison Ticket points in two ways:

1. 20 school days without incident, ALL points will be removed. *Students who carry 35 or more points at the end of the school year may be unable to participate in extracurricular and/or year-end activities.*
2. Earn Exceptional Student tickets by going the extra mile and/or demonstrating they have learned from previous incidents. Each Exceptional Student ticket is worth 15 positive point.

Restorative Discipline Practices:

- What happened?
- Who did it effect and how?
- How will you repair the situation that has been created?

DRESS CODE

Bluff Ridge Elementary follows the dress code guidelines of the Davis School District. Please help your child by seeing that their clothing meets these standards. Anything that is disruptive to the normal operation of school or any dress or grooming that may be considered extreme is not permitted. Students whose clothing does not adhere to school/district standards will need to call their parents to have appropriate clothing brought to the school.

- ❖ All blouses, shirts, and tops must have sleeves. Clothing that exposes bare midriffs, buttocks, or undergarments, or clothing that is low cut and overly revealing is not allowed.
- ❖ Clothing containing obscene or suggestive words or pictures, including references to tobacco, drugs, or alcohol may not be worn.
- ❖ Clothing attachments which could be considered as weapons, i.e., spikes, chains, etc. will not be allowed.
- ❖ Skirts, dresses, shorts must be mid-thigh.
- ❖ Hair should be kept clean and neat. Hair which is painted, sprayed or dyed unnatural colors, and distracting hairstyles are prohibited.
- ❖ Hats, bandanas, or other headgear may not be worn inside the building unless during Spirit Wear designated times as noted by the school administration.
- ❖ Appropriate shoes should be worn when participating in physical education activities and at recess.

DROP-OFF & PICK-UP

Please see the Bluff Ridge Student Drop off & Pick up Parking Lot Procedures and Traffic Plan

EMERGENCY NUMBERS AND CONTACTS

The school must always be informed of current telephone numbers or emergency contact information in the event your child becomes ill or is injured and requires your presence. Please remember to notify the school of any change of address or telephone number. This is very important! In the event of an emergency, your child will NOT be released to anyone not listed as an emergency contact.

FIELD TRIPS

When a field trip is planned, your child will bring home a permission slip giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Donations may be requested by the teacher. These are optional and inability to donate will not prohibit your child from attending any school activity. Volunteers attending field trips must comply with DSD Check-in Policy and wear a badge.

FIRST AID AND ILLNESS AT SCHOOL

Students who become ill or injured during the school day should notify their teacher so they can receive immediate attention. It is our policy to contact parents. The care of an illness/accident for students at school is limited to first aid only. The school is not permitted to give a student any medication, not even aspirin. If your child appears to need more than simple first aid, you will be notified and asked to take him/her home. Please communicate any changes in phone numbers and emergency contacts in case your child requires attention. Please do not send your child to school sick. If a child is running a fever or shows signs of illness, please, keep him/her home. In the event that your child is sick, please call the school attendance line, 801-402-2856, to excuse his/her absence.

GENERAL STUDENT GUIDELINES

Students of Bluff Ridge Elementary are expected to:

- Follow classroom and school rules and procedures
- Be responsible
- Be respectful of others and property
- Do their BEST!

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's Lost and Found cabinet near the lunchroom. Unlabeled or unclaimed items will be donated to a local welfare agency at various times throughout the year.

LUNCH/BREAKFAST

School lunch is \$1.85 and breakfast is \$1.35. Free and reduced lunches are available for eligible students. The school food program at Bluff Ridge Elementary is happy to take money at school. All money for student's meals is processed in a central district location. Advanced payment for school meals is required. You can pay weekly, monthly, by the term or year. There are three payment options:

1. Online payments: www.davis.k12.ut.us, set up a guardian account under my.DSD
 2. Cash, Checks, or Money Orders payable to Davis Nutritional Services (DNS) *no cash back for checks*
 3. Automated Monthly Check Debits: Designate a monthly payment amount to be deducted from your checking or savings account on the 1st or 15th of each month to be deposited directly into your student's lunch account. Complete the Auto Pay Authorization Form, available on the Davis School District website, and return it to the Nutrition Services Office. For help with the auto pay call Cindy at 801-402-7675.
- For all other account information, or to make \$\$\$ transfers between students, please login to your my.DSD guardian account.

Adult Lunch:	\$3.40	Adult Breakfast:	\$2.00
Reduced Lunch:	\$.40	Reduced Breakfast:	\$.30
Elementary Lunch:	\$1.85	Elementary Breakfast:	\$1.35
Secondary Lunch:	\$2.25	Secondary Breakfast:	\$1.40
Milk Elementary:	\$.40	Milk Secondary:	\$.40

We respect the right of others to enjoy their lunch in a safe and calm environment. Talking should be calm and polite. Trading food is unsanitary and discouraged. When leaving the lunchroom, students will clean up their own area, placing garbage in its proper place. Uneaten food should be disposed of and not taken from the lunchroom.

Davis School District – Farmington, Utah

Meal Charges in Schools

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's my.DSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a

student attending a secondary school that his account is in the negative. The cost of the unpaid meal will be charged to the student's account.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. All meals eaten before a free or reduced price meal application is processed and approved are the responsibility of the parent and must be paid for.

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all of their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.

LUNCHROOM PROCEDURES

❖ Move quietly and quickly through food line	❖ Clean up after yourself including the table and floor
❖ Walk	❖ Be seated at the bench when finished eating
❖ Stay seated to eat	❖ Be polite
❖ Use inside voices	❖ Enjoy Lunch! 😊

MEDICATION

School office personnel may provide help with the administration of prescription medication to students during school, IF a parent requests and proper procedures are followed. Check with the administration or Davis District Policy for procedures to follow. Students who are capable of properly giving themselves medication may bring one dose to treat themselves, provided their medication is secure from other students. An exception to this would be if your student needs an inhaler and you desire to have him/her keep it with them at school. In order to have an inhaler at school, there are specific forms which need to be filled out and kept on file in the office. Essential oils are considered medication and policy and procedures must be followed as with other medications.

PARENT-TEACHER-STUDENT CONFERENCES

Formal conferences will take place two times each year. A typical parent-teacher conference will consist of the following:

1. The parent, teacher, and student will meet together.
2. The students will lead the conference focused on their learning, data, and successes.
3. The teacher, parent, and child will decide on appropriate goals for student success

PERSONAL ITEMS

Toys, fidget spinners, electronic games and devices, cards, walkie-talkies, cell phones, mischievous paraphernalia (such as squirt guns, water balloons, etc.) may not come to school. These type of items disrupt the school day and learning. Teachers may take such items and return them at the end of the day. If the item is brought again, the teacher will return it only to a parent. Exceptions to this rule are when the item is approved by the teacher for a classroom activity.

SAFETY INFORMATION AND CONCERNS

Safety information is readily available to those who require it. You may find general safety information pertaining to our school district at <http://www.davis.k12.ut.us/davis>. If you have safety concerns or suggestions for improvement, please contact a member of our Community Council or speak with a building administrator.

IN CASE OF EMERGENCY

Davis School District is committed to the safety of its students. Each school in our district has policies and procedures in place to ensure the safety of students in case of an emergency. School employees are trained to follow proper procedures during emergency situations. Be assured that every attempt possible will be made to keep your child/children safe. Please keep your emergency contacts updated with our school office. In case of emergency, students will only be released to adults listed as an emergency contact. An emergency fire drill is conducted monthly, an earthquake and an evacuation drill is required annually.

BUILDING EVACUATION

If there is an inside threat, we will conduct a building evacuation. Students immediately evacuate the building upon hearing the fire alarm or given verbal instructions to do so. Each class has an assigned area where they meet and take roll. Students with special needs will be assisted by staff members or other students. Each class has an emergency pack with first aid and other supplies. Upon notification of emergency, parents may come to school or designated location to retrieve their children. The classroom teacher will require that the individual be listed on the Bluff Ridge Elementary Emergency Evacuation Card and have photo identification. Teachers and administrators will stay with students until they are united with parents.

In a situation where it is safer to remove students from school property, our alternative shelter is the white LDS Church building located directly west of the school. If an alternative shelter is ever required, a notice would be placed on the front window of the school and the District callout system would be used. Your child/children will be with an adult at all times.

Please remember that students will only be released to adults who show identification and are listed on the Bluff Ridge Elementary Emergency Evacuation Card.

LOCK OUT/LOCK DOWN

If there is an outside threat, we will conduct a LOCK OUT or LOCK DOWN. In this circumstance, the building is locked, and if advised, students are directed into their classroom away from doors and windows. **Doors will remain locked until there is a safe signal given to the administrators from local law enforcement.** As always, those adult individuals wishing to remove a student after an emergency must be listed on the Bluff Ridge Elementary Contact list and present photo identification.

SEVERE WEATHER

School will be in session unless district administrators decide that the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio and television stations will announce any changes in school schedule. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, the local radio and television stations will be notified. If the procedures will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in cases school is dismissed early.

SPECIAL SERVICES

There are special services available in speech, hearing, social, psychological, testing ESL (English as a Second Language), school nurse, and resource teachers. These services are available to those who qualify for the programs through testing. If you feel your child would benefit from such services, please contact your child's teacher to begin the LCMT process.

STAYING AFTER SCHOOL

Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted and permission is given.

TELEPHONE

Teachers each have phones in their rooms, which students may use with teacher permission. The school telephone is for business calls only. We are working to minimize interruptions to classrooms, so we appreciate parents and students communicating before and after school when possible. In case of emergencies, students can be called from class to the phone. If it is critical that a child receive a message before school ends, please call early in the day. The time just before school ends is often very busy in the office and it is often difficult to reach a child with a last minute message. If you wish to speak to a teacher, leave your number and he/she will return your call as soon as possible.

USE OF ELECTRONIC DEVICES BY STUDENTS

PHILOSOPHY AND PURPOSE

While in some instances the possession of personal electronic devices by students at school may be appropriate, occasionally the possession and use of such devices by students at school may have a distracting, disrupting, and intimidating effect on others in the school setting and may lead to opportunities for academic dishonesty and other disruptions of the educational process. Therefore, the following policy will be implemented:

SCOPE

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

DEFINITIONS

For purposes of this policy, "Electronic Devices" means a privately owned device that is used for audio, video, or text communication or any type of computer, or computer-like instrument. Electronic Devices may include but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, smart watches, walkie-talkies, pagers, etc.), personal digital assistants (PDAs, palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.), Any other convergent communication technologies that do not do any of the previously mentioned functions, current or emerging handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording/sound recording and information transmitting/receiving/storing, etc.

POSSESSION AND USE OF ELECTRONIC DEVICES

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

- Use of electronic devices during the school day, including pass-time between classes, recesses, and lunch-time is prohibited. They must be completely powered down, turned off and kept out of sight.
- Students may use electronic devices **before** the start bell and **after** the final bell of the school day **outside of the school building** as long as they do not create a disruption.
- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school sponsored activities, except in an emergency situation as defined by school staff exists.

PROHIBITIONS

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state or federal law. Electronic devices may not be used during Utah Performance

Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

CONFISCATION

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

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

POTENTIAL DISCIPLINARY ACTIONS

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

SECURITY OF DEVICES

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

REPORTING

Individuals wishing to report a violation of this policy should contact a school administrator.

PROHIBITIONS ON AUDIO RECORDING

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

EXCEPTIONS

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

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

VANDALISM

Because we take great pride in Bluff Ridge Elementary, vandalism of any kind will not be tolerated. Parent involvement, restitution and legal authority will be used if necessary.

VISITORS/VOLUNTEERS

We strongly encourage and appreciate parents and community members who volunteer at school. All volunteers should check in at the office, with appropriate ID, and obtain a volunteer badge before proceeding to the classroom.

We welcome visitors to Bluff Ridge Elementary. All visitors must check in at the office, with appropriate ID, and obtain a visitor badge before proceeding to the classroom. As a matter of courtesy to the teachers and students, please contact the teacher prior to a classroom visit. To minimize interruptions to our learning environment, students from other schools are asked not to be on the playground or in the building while school is in session. We request that parents avoid conferences with the teacher during visits, but rather schedule conferences for a mutually acceptable time.

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting for your child or the teacher may be disruptive to the learning environment.

Students from other schools and relatives are not permitted to attend class with your child.

Davis School District Policies

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Bluff Ridge Elementary School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator at Bluff Ridge Elementary School (801) 402-2850, their principal or supervisor. Or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or the 504 Director, Adam King (801) 402-5142 for student accommodations. (TDD hearing impaired 801-402-5358).

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.

CIVIL RIGHTS COMPLAINT PROCEDURE

Complaints of discrimination should be filed with the individual’s principal or supervisor and/or with the District Compliance Officer according to the provisions of the Davis School District Civil Rights Grievance Procedure, copies of which are available at each school. If the complaint is against the principal or supervisor, the complaint may be filed directly with the District Compliance Officer. Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

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:

<p>Steven Baker ADA (Employment Issues) Coordinator Davis School District 45 East State Street P.O. Box 588 Farmington, Utah 84025 Tel: (801) 402-5315</p>	<p>Jackie Thompson Compliance Coordinator Civil Rights/Sexual Harassment Davis School District 45 East State Street P.O. Box 588 Farmington, Utah 84025 Tel: (801) 402-5319</p>
<p>Adam King ADA (Student Issues) /504 Coordinator Davis School District 45 East State Street P.O. Box 588 Farmington, Utah 84025 Tel: (801) 402-5142</p>	

COMPULSORY EDUCATION REQUIREMENTS

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.

DISRUPTION OF SCHOOL OPERATIONS

Students may be suspended, transferred to an alternative placement, expelled, referred for

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

DRUGS/CONTROLLED SUBSTANCES

Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike, or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

DUE PROCESS

When a student is suspected of violating Bluff Ridge 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 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 with a designated school official to review the suspension.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of the Davis School District and Bluff Ridge Elementary to provide equal educational and employment opportunity for all individuals. Therefore, the District and Bluff Ridge Elementary School prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of the District's and Bluff Ridge Elementary School's educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

EXTRACURRICULAR ACTIVITIES

Participation in student government, student clubs, 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

- 1) Parents have the right to inspect and review all of 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.

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.

- 3) 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

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) participation in officially recognized activities and sports, 6) weight and height of members of athletic teams, 7) degrees and awards received, 8) photograph, 9) most recent educational institution attended by the student.

If you, as a parent, do not want Bluff Ridge 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

Informal inquires 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.

HARASSMENT/HAZING

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

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 school's official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

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:

- 1) *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior, orientation or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- 2) *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.
- 3) *Inspect*, upon request and before administration or use of:
 - Protected information surveys designed to be administered to students;

- and
- 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. Bluff Ridge Elementary School will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

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

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Bluff Ridge Elementary School to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student Services 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.

SEARCH AND SEIZURE

School officials have the authority to search a student's person or personal property 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. School lockers are the sole property of the Davis School District and Bluff Ridge Elementary School. Periodic general inspections of 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.

SERIOUS VIOLATIONS

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault,

harassment, hazing, rape, trespass, arson, theft, and vandalism, possession or use of pornographic material 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.

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, 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.