

WOODS CROSS ELEMENTARY SCHOOL HANDBOOK

Language of Leaders

VISION: Our vision is to prepare our students for the 21st Century by having high expectations, developing innovative techniques, and using modern technology. Learning will be enhanced with leadership training and blended strategies that cause students to proceed at a rapid rate and achieve high levels.

Mission: LIVE WITH KINDNESS, LEAD WITH INTEGRITY, LEARN FOR A LIFETIME

Motto: “ALL IN”

ATTENDANCE POLICY

Our Goal: *Every student absent no more than 9 days!*

It is the belief of the Woods Cross Elementary teachers and administration that students need to attend school on a consistent basis to gain the most out of their learning experience. The entire process of education requires regularity of instruction. Maximum educational benefit requires continuity of instruction, class participation, and independent study, all of which cannot happen if students do not attend school on a regular basis or are not punctual.

Woods Cross recognizes that Utah and Woods Cross City law requires parents to ensure the attendance of their children in school. Woods Cross also recognizes that family emergency, illness and extenuating circumstances could be legitimate reasons of absence.

Parents can expect:

1. School administrators and teachers will encourage parents or guardians to comply with Utah attendance and Woods Cross City truancy ordinances to ensure regular student attendance and punctuality.
2. If your child will be absent, please notify the school on our school attendance line at 801-402-1800.
3. The teacher shall notify parent or guardian when a student displays a pattern of excessive absences or tardiness.

If a student displays a pattern of excessive absence or tardiness, two or more absences in a four-week period, without a doctor’s confirmation, parents can expect the following steps to occur:

1. Teacher will make referral to School Administration. A Truancy Citation may be issued.
2. School Administration will talk directly to student and call parents to discuss attendance.

Additional absences will follow the procedures in the Davis School Districts Policy Manual 5S-400-8 Truancy Intervention. Continued absences and 3 (three) Truancy Citations will result in a referral to Student Services for further action.

Compulsory Education Policy

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

BEGINNING OF SCHOOL

School begins at 8:50. The first bell to come into the building rings at 8:45. Students should not come to school before that time because there is no supervision on the school grounds. Those eating breakfast may come in at 8:20.

BELL SCHEDULES

First Bell	8:45		
Tardy Bell	8:50		
AM Kindergarten	8:50 - 11:30	PM Kindergarten	12:45 - 3:25
AM Kindergarten (Fri)	8:50 - 10:50	PM Kindergarten (Fri)	11:25 - 1:25
Dismissal Bell (M –Th.)	3:25		
Dismissal Bell (Fri)	1:25		

BEHAVIOR EXPECTATIONS

Woods Cross Elementary strongly believes in teaching our students appropriateness in their behavior in order to help them take their places as American Citizens. Citizenship is not only a privilege, but also carries with it duties and responsibilities. We believe in the importance of helping students achieve success in their future lives through learning behaviors that teach them Respect for themselves and others, Responsibility for their actions, and Reflection upon how they can become the best that they can be.

BOOKS AND OTHER SCHOOL PROPERTY

Students are accountable for the condition of books and materials used at school. Students will be charged for lost books or damage done that is more than normal wear and tear. Please return schoolbooks and property that were inadvertently left at home.

CHECKING-IN, CHECKING-OUT

Students who arrive late must check in with the office before going to class. Students who are leaving the school during the school day must be checked out in the office by their parent/guardian. Picture IDs will be needed to check out students. Parent/guardian will wait in the Office while student is called down to check out.

CLOSED CAMPUS

For the safety of the students and staff, Woods Cross Elementary School and school grounds are closed to anyone who is not a student or official visitor at the school. We expect parents and visitors to check in with the office before visiting classrooms or students. Students from other schools, without specific permission, are not allowed on school grounds during school hours. We reserve the right to deny access anytime to school property to any individual that we feel is disruptive to school functions.

CLASSROOM POLICIES

Food and Treats

PLEASE AVOID: Potentially hazardous foods that support the rapid growth of disease-causing organisms such as botulism and salmonella. Examples are moist protein items; such as chili, dairy products, cooked rice and baked or boiled potatoes. Any item that has been prepared, cooked or packaged in a private home or residence is not to be brought into the schools. (This does not preclude treats for birthdays and class parties.)

Examples of Food Suitable for Classroom Treats:

1. Any commercially prepared, non-hazardous foods such as cookies, cupcakes, or candy.
Commercially prepared kitchens are inspected on a regular basis by trained food inspectors.

2. Popcorn, raw fruit and vegetables. The fruits and vegetables should be washed before they are eaten or peeled and scraped, where appropriate, such as oranges and carrots.
3. Food prepared in the school cafeteria or other facilities that meet the guidelines of federal, state, and local regulations.

Classroom Visitations

We encourage you to visit and help in the classrooms. To ensure that the visit is most beneficial to you, please decide with the teacher and check into the office upon your arrival.

DISMISSAL OF SCHOOL

Teachers will not keep students after school unless parents are notified. Students are to immediately go home after school and not loiter in the building or on school grounds.

DRESS CODE

The Woods Cross Elementary Community Council recognizes that dress and grooming affect the behavior and safety of students. To maintain an orderly and safe environment, the following specific dress code has been established at our school. This policy is in line with Davis School District Policy 11IR-108. Students are expected to adhere to the appearance standards listed below.

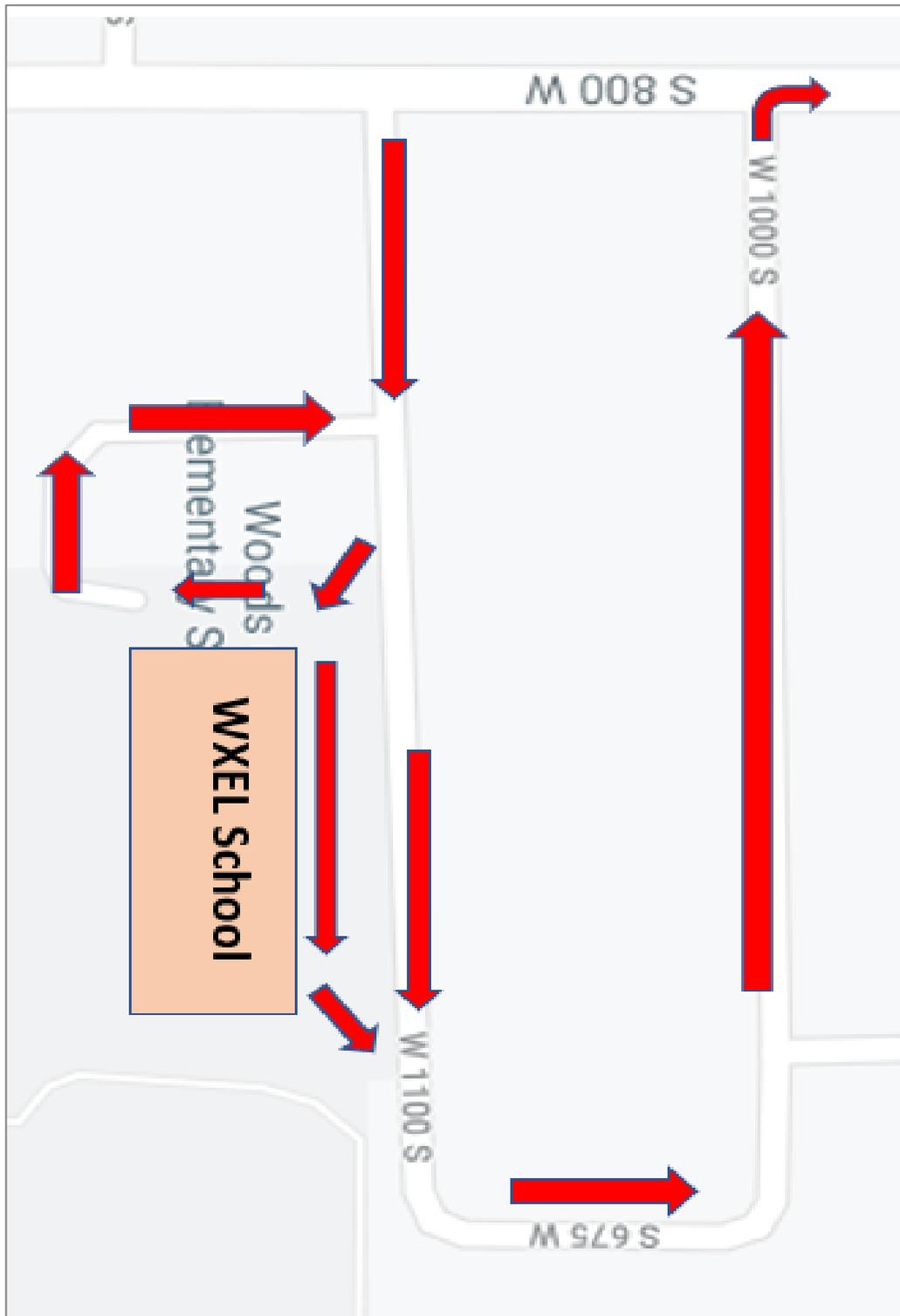
1. Clothing, hair, and body should be respectful, neat, clean, and modest.
2. Extreme hairstyles (gang related designs, spike Mohawks, devil locks, spikes, horns etc.) or unnatural colors (red, green, blue, purple, pink, orange, yellow etc.) are prohibited.
3. Shoes or sandals must always be worn. Slippers, Flip-flops and "Heelies" are not allowed.
4. Hats may not be worn in the school building.
5. Extreme low-rider, sagging or baggy pants may not be worn.
6. Summer wear must be modest. Tank tops, halter tops, spaghetti straps and midriff tops are not allowed. Shorts may be worn but must be hemmed and not higher than the fingertips when arms are fully extended at the side. Gym shorts, boxers, briefs, cut-offs, or bicycle/spandex shorts are not allowed.
7. Clothing that is torn, ripped, or frayed is prohibited.
8. Clothing which displays obscene, vulgar, lewd, disrespectful, or sexually explicit words, messages or pictures, clothing that can be identified as "gang related", and clothing which shows any illegal substances are not allowed.
9. Clothing attachments or accessories which could be considered weapons are prohibited.
10. Exaggerated cosmetics, body paint, or body piercing are prohibited.
11. The administration reserves the right to send a student home or exclude him/her from class to correct the violation or confiscate inappropriate items, if they deem that the student's dress, attire, or grooming is inappropriate or repeatedly non-compliant.
12. **If you have any questions regarding this dress code including items that are not as specific as desired, please ask the school administration before sending your child to school.** This will help avoid potential conflicts.

DROP OFF AND PICK UP PROCEDURES

These procedures have been established to ensure safe conditions for students, families, and employees. **Remember to be patient and courteous to all pedestrians and drivers.**

1. During morning drop off (8:10 – 8:50 a.m.) cars will be allowed to enter the school parking lot and quickly drop off children. Please exit the parking lot promptly.
2. During afternoon pick up (M-Th., 3:10-3:45 p.m.; Fri. 1:10-1:45 p.m.) only busses will be allowed to enter and exit the north parking lot. However, if you need to park and enter the school during these times, please arrive at least 10 minutes before school ends for the day and park in a designated parking stall. Be advised, you will not be allowed to exit until all buses have exited the parking lot.

3. Between 8:00 a.m. and 4:00 p.m. the streets next to our school are one-way only and are enforced by the Woods Cross Police Department. The school parking lot is also one-way during these times. See map below.
4. Please do not idle for long periods waiting for your children. Because of fire department regulations, cars left unattended may be reported to the police, subject to fines, and/or towed.
5. Parents can volunteer to supervise the parking lot during drop off and pick up times. If you are willing to help, please contact the office.



ELECTRONIC DEVICE POLICY

Scope: Electronic devices have become a common means of communication and information access today. 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: “**Electronic device**” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.

“**District-owned electronic device**” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by the District to a student or employee.

“**Privately-owned electronic device**” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

Possession and Use of Electronic Devices

Privately-owned Electronic Devices:

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

- Once arriving at school, students must turn off all cell phones and electronic devices and secure them in an out-of-site and safe place.
- Use of personal-electronic devices during the school day, including recesses and lunchtime is prohibited. They must be completely powered down, turned off and kept out of sight.
- If parents have an urgent need to contact their students, they may call (801) 402-1800 and school staff will make sure the students get the information. Likewise, if students have an urgent need to contact parents during the school day, they can get a phone pass from their teachers and call from a school phone. Cell phones are unnecessary for this type of communication.
- Use of personal-electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Students shall be personally and solely responsible for the security of their devices. The school shall not assume responsibility for theft, loss, damage of a personal devices.

District-owned Electronic Devices:

Digital Devices are used only by students and teachers who have signed and agreed to Davis School District’s Acceptable Use Policy.

- Digital Devices are used only for curricular related activities with intended learning outcomes communicated prior to use.
- Teachers are responsible to actively manage devices and visually monitor students use.
- After using a cart of devices, teachers are responsible to ensure:
 - Device surfaces are clean and ready to use for the next class of students
 - Each device is placed in the assigned slot within the cart
 - Cart is returned to the Cart Supervisor’s classroom.
 - Damaged devices are tagged and a service request in Encore is submitted to the STS.
 - Parent/guardian will be notified.

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 school including but not limited to Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

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

Potential Disciplinary Actions: 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.
- In-school suspension.

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 by students is always strictly prohibited on school premises.

Exceptions: Exceptions will be made to the Electronic Device Policy for special circumstances, health-related reasons, and use consistent with a current and valid IEP and emergencies. 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 and approval by the principal for educational purposes;
- the use is determined by the principal to be necessary for other special circumstances,
- Health-related reasons, or emergency.

EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics, student government, student clubs, 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.

FAMILY AND STUDENT RIGHTS

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:

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

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

- a) School officials with legitimate educational interests;
- b) Other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending; or
- c) 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.

Rights under the Protection of Pupil Rights Amendment (PPRA)

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 submit to a survey that concerns one or more of the following protected areas:

- a) Political affiliations or beliefs of the student or student's parent;
- b) Mental or psychological problems of the student or student's family;
- c) Sexual behavior, orientation or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of others with whom respondents have close family relationships;
- f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g) Religious practices, affiliations, or beliefs of the student or parents; or
- h) Income, other than as required by law to determine program eligibility
- i) 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. WOODS CROSS 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
(202) 260-3887

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

Parent Involvement Policy (ESEA Sec. 1118 B):

Woods Cross Elementary regards parental involvement vital to the academic success of students. Parents are the primary teachers of their children and are partners with the school in helping their children achieve academic success.

FEES

School fees are NOT PERMITTED during the regular school day in grades K-6. You may not be charged for classroom snacks, newspapers, textbooks, field trips, art supplies, assemblies, musical instruments, or anything else that is part of the regular school day. YOUR CHILD MAY BE ASKED to bring common household articles to school, but your child cannot be penalized for failure to bring the articles. **School fees may only be charged for activities which take place before or after school or during school vacations.** If those types of fees are charged, your family assets do not exceed the Statewide Fee Waiver Assets Limit for School Fee Waivers, and you receive AFDC (Aid to Families with Dependent Children), or if your child is eligible for free school lunch, receives SSI (Supplemental Security Income), or is in the custody of a Utah State or local governmental agency or foster care, your child is eligible for **fee waivers** (meaning that you will not be required to pay the fee). Regardless of whether you meet income eligibility requirements or not, school administrator may require you to complete a *Fee Waiver Assets Questionnaire* if you apply for fee waivers.

If you are required to apply for fee waivers by your school district, you may be asked, consistent with local board policies and/or guidelines and school district timelines, to provide documentation of your fee waiver eligibility.

Your child may also be eligible for fee waivers if your family is having serious financial difficulties due to circumstances beyond your control, even though other eligibility requirements are not met. **If your child is eligible for fee waivers, ALL fees must be waived.**

DONATIONS ARE PERMITTED, but no child or family may be required to donate, and the names of those who do or do not donate must be kept confidential (except that special recognition may be given to those who make major donations).

No school may raise, lower, or withhold grades, report cards or school records to enforce payment of school fees. However, if fines or other charges for damaged or lost school property have not been resolved, official copies of report cards and transcripts may be withheld.

To find out more, contact the school at: 402-1800, district at: 402-5252 or one of the following:

Utah Legal Services, Inc.
254 West 400 South, 2nd Floor
Salt Lake City, Utah 84101
801-328-8891 or
1-800-662-4245

Utah Issues Information Program, Inc.
330 West 500 South
Salt Lake City, Utah 84101
801-521-2035 or
1-800-331-5627

Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
801-538-7830

FUND-RAISING

To give each student the opportunity for activities and field trips beyond the classroom experience, it may be necessary to engage in fund raising activities. The following will be standard fund-raising events parents can expect during the year.

PTA SPONSORED: Fall Carnival, Spell-a-thon, Individual Pictures, Yearbook, and Book fair, etc. – *as determined by current PTA Board.*
SCHOOL SPONSORED: Class pictures, etc.

Woods Cross Elementary understands that not all parents like to see their children participating in fund raising efforts. If parents would like their child to be exempt from participating, they should notify the school and materials will not be sent home with the child.

Parents may elect to donate money to be put in the **activity budget** instead of participating in school sponsored fund-raising activities. The recommended donation for each student in the family is \$15.00 to \$25.00.

GRADING USING THE SMARTS SYSTEM

Davis District teachers have created the Standards Mastery Assessment Reporting Tool System (SMARTS). This system creates consistency in reporting student mastery of standards throughout the district.

The SMART report provides clear communication to parents through online access and provides a more precise picture of what is taught in their child's classroom.

The program uses a three-point rubric:

- 3 = **Meets or Exceeds the Standard:** Demonstrates mastery of information and/or processes taught or demonstrates in-depth inferences and applications beyond what was taught.
- 2 = **Below Standard:** Demonstrates an understanding of some details and processes with help.
- 1 = **Far Below:** Does not meet grade-level expectation of what students should know and be able to do with help.

GRIEVANCE PROCEDURES

The proper channel to address a problem at school is first with the classroom teacher, second with the school administration, and then at the district level. It is the belief of the school administration that each problem can have a positive solution. Through appropriate communication, solutions with a win-win dimension can always be found.

HOMEWORK

Woods Cross Elementary School believes that the learning process is enhanced for students through the responsibility of relevant homework on a regular basis. Davis School District has standardized homework expectations across the district. The standards are as follows:

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

ILLNESS AND IMMUNIZATION PROTOCOL

Immunization: It is a Utah State law that each child must have a current immunization record on file. This record must be received prior to your child starting school or they will not be allowed to attend school.

Because parents/guardians many times must make decisions regarding the daily health status of students, it is necessary to outline specific illness conditions that would warrant exclusion from school. This protocol should be used as a guideline as to when you should not send your student to school. It is your responsibility to keep your student at home when any illness starts. Communicable diseases are most infectious at the onset. Below is a list of reasons for keeping your student home from school:

- temperature of 99.4 or higher
- nausea, vomiting or severe abdominal pains
- diarrhea
- marked drowsiness (not from going to bed late)
- sore throat, acute cold or persistent cough
- red, inflamed or draining eyes
- thick, runny yellow/green mucus from mouth, nose or ears
- earache
- severe skin rashes or eruptions (non-acne related)
- swollen glands around jaw, neck or ears
- suspected scabies, any skin lesion in the weeping stage, impetigo, ringworm

- Lice (MUST HAVE TREATMENT i.e., shampoo with Nix, Rid or another lice shampoo and be nit-free prior to re-entry at school). Lice are not a contagious illness, but it can be easily transmitted from student to student - any other symptoms suggesting acute illness.

Please keep your student home until the above-mentioned symptoms have not been present for at least a 24-hour period. Anyone who requires an antibiotic for acute illness must be taking it for at least a 24-hour period BEFORE returning to school.

If a student comes to school with any of the above-mentioned symptoms or develops any of these symptoms during the school day, the following procedure will be followed:

1. The ill student will be isolated from others.
2. The parent/guardian will be called at home or work and informed of the student's condition. They will be asked to come and pick the student up from school as soon as possible.
3. If the school is unable to reach the parent/guardian, staff will call the designated emergency contact person(s) on student's registration card to come pick up the ill student.
4. If the school is unable to contact a responsible individual, the staff will continue to isolate the ill student and continue attempts to contact the parent/guardian until the ill student is picked up.
5. Should the parent/guardian be notified and then fail to pick up the student from school and if this is a repeated occurrence, a formal report may be made to the Davis County Division of Protective Services.

INCLEMENT WEATHER

Students are expected to play outdoors during recess unless it is very wet or cold (below 20-degrees Fahrenheit). Please see that your child is dressed appropriately. All outer wear clothing should be marked with the student's name.

LIBRARY BOOKS

All students are encouraged to check out and read library books. This generally occurs during their class library time each week. We expect students to be responsible for library books and return them when they are due. Students will be required to pay for lost or damaged library books.

LOST AND FOUND

Due to the enormous number of unclaimed items left at the school by students during the year, Woods Cross Elementary will gather lost and never claimed items three times a year and take them to the Deseret Industries or Salvation Army. Items will be taken during Christmas break, Spring break, and at the end of the school year.

LUNCH

The district school lunch policy indicates students cannot have a negative balance in their school lunch account. Lunch account notices will be given to students each week. If your student has a negative balance, it must be cleared up immediately. If the account is not cleared up by the following Wednesday, your student will not be allowed to eat lunch. For questions call: (801) 402-7640.

Lunch Schedule: The lunch period includes a 15-20-minute lunch in the cafeteria followed by a 15-20-minute recess.

1st Grade	11:25 – 12:05	4th Grade	11:35 – 12:15
2nd Grade	11:55 – 12:35	5th Grade	12:40 – 12:20
3rd Grade	11:30 – 12:10	6th Grade	12:45 – 12:25 or 11:50 – 12:30

School Breakfast: Breakfast is served from 8:20 a.m. until 8:35 a.m. the cost for student to eat breakfast is \$1.35 Students are to enter for breakfast through the West door directly into the cafeteria.

Free/Reduced Lunch: apply using your myDSD account. If you don't have a myDSD account, you can create one by going to our school webpage and clicking on the myDSD link in the upper right corner of the webpage. Please call the school office for help.

The purpose of our lunch 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 myDSD account.

1. **You may send money** with your child to the school office in an envelope marked with his or her name, grade, and teacher.
2. **Credit Card** at www.davisk12.ut.us under myDSD (top right corner of website)
3. **Automated Monthly Check Debits:** Complete the Auto Pay Authorization Form, available on Nutrition Services website.

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.

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 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.

MAKE-UP WORK FOR SICKNESS

When students are sick, you may request that teachers gather assignments to be picked-up after school or sent home with another student. Please call the school and leave a message for the teacher if you would like this to occur, otherwise missed assignments will be distributed when the student returns. Make-up work should be completed as soon as possible. **Please do not drop-in during the school day to pick-up assignments for students who are sick.** When classes are interrupted, it disrupts valuable instructional time for other students.

MAKE-UP FOR VACATION

Please do not ask teachers to prepare assignments for your students before leaving on vacations or outings. Make-up work will be available upon their return to school. Parents will be responsible for assisting their children in completing work missed due to vacations or other outings. Please remember that there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussions cannot be reproduced or re-staged for students who are absent.

MEDIA

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. As part of that effort, we also occasionally invite reporters to the schools to cover educational activities and events. The focus of education, of course, is students, and most of the time, we and the media will want to focus on students as the subject of stories.

For that reason, we are seeking your permission ahead of time for your student(s) to be interviewed, photographed or recorded on video in the event such an opportunity surfaces during the school year. This will include the use of that material on the district or school website and district or school social media sites. Please note, Davis School District policy prevents use of a child's full name in association with their photo or video in any district or school use.

There are times when hundreds of students are together on the playground, lunchroom or in an assembly-type situation. We will do everything we can to try and determine which students may be off-limits during those large student gatherings. However, those situations can make it very challenging to accomplish that. Also, if a student participates in a group that performs in the public limelight — such as choir, sports or any public performance — the opt-out doesn't apply.

If you **DO NOT** want your student to be involved in one or all of these instances, please fill out the Media Permission form found in the appendix and return it to the school to opt your child out of video and/or photographic coverage by the media. Please note, your permission will be assumed if the school does not receive this form.

MEDICATION

The school is not prepared to dispense medication. If your child does require medication during the school day, the proper forms must be signed by you and your child's doctor with proper instructions. We cannot dispense medications without these. Forms are available in the office. District policy states that responsible students on medication may carry one day's dosage of said medication with them during school, if the medication is handled responsibly by the student and not accessible to other students. Violation of this policy will result in seizure of the medication by school officials and a parent/guardian will be notified.

NOTICE OF NON-DISCRIMINATION

Davis School District and WOODS CROSS ELEMENTARY do not discriminate based on race, color, religion, sex, age, national origin, disability, or veteran status 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

(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
(801) 402-5180

Davis School District

P.O. Box 588
70 East 100 North
Farmington, Utah 84025
(801) 402-5319

Bernardo Villar, Director of Equity
Title IX Compliance Coordinator
Race, Color, National Origin, Religion, or
Gender in other
than Athletic Programs

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, (801) 402-7850

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
P.O. Box 588
20 North Main Street
Farmington, UT 84025
(801) 402-5307

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 Woods Cross Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator WOODS CROSS ELEMENTARY, 801-402-1800, their principal or supervisor. Or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired 801-402-5358).

Child Find

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 students' 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 or unusual** difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, the child may be a child with a disability. If there is child attending Woods Cross Elementary 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
School Age, K-12..... 801-402-5413

Principal at local school or
Special Education Department..... 801-402-5169

Post High School – 21 Years of Age
Vista Education Campus..... 801-402-5975

Things to Consider

Do pay attention to the time your students come out of the building in the afternoon. If they are stragglers, don't be the first at the school to pick them up.

- At all times, students should cross the street and parking areas in designated crosswalks. Drivers will be more likely to see them leaving the curbside loading/unloading area.
- Making a U-turn from one side of the road to the other, across both lanes of traffic, is illegal and is dangerous to you and your passengers during the designated One-way time 8:00 a.m. to 4:00 p.m.
- Please share this information with anyone in your family who will be dropping off or picking up your students.

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.

POP, GUM, AND CANDY

These items are not allowed in school except at lunch, to be eaten in the lunchroom, and during special activities under the direction of the classroom teacher. When students leave the classroom, they must discard the items.

POSITIVE DISCIPLINE PLAN

At Woods Cross Elementary, we teach and live by the following principles:

- I am responsible for my own learning.
- I will respect the learning environment of others.
- I will respect the physical environment.

Disciplinary matters will normally be handled by the teacher in the classroom following our philosophy of supporting positive behavior. Behavior management will be done respectfully. Parents will be contacted for extraordinary successes as well as for continuing or severe behavior problems.

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 AND ORDERLY SCHOOLS

It is the policy of the Davis School District and Woods Cross 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 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.

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.

Due Process

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

Disruption of School Operations

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

Drugs/Controlled Substances

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

Harassment/Hazing/Bullying

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, 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. Woods Cross Elementary School Handbook of Policies may be found at <https://woodscrossel.davis.k12.ut.us/> or a copy may be obtained in the school office.

Rollerblades, Skateboards, Scooters and Bicycles

Rollerblades, Skateboards, Scooters, and Bicycles are NOT to be ridden on school property. These devices ridden to and from school are solely the responsibility of the student for the security and safe use of these devices. The school shall not assume responsibility for theft, loss, or damage of a personal equipment or devices.

Snowballs and Snow

Throwing snowballs is against school rules. The Woods Cross City Police have pointed out to us that this can be prosecuted as an Assault.

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 A weapon, @ An 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.

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.

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. School lockers are the sole property of the Davis School District and WOODS CROSS ELEMENTARY. 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.

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.

TELEPHONE USE

The telephones in the office and in classrooms are available to students **with teacher permission**. After school play arrangements **must** be made at home before or after school hours. Unless it is a true emergency, please do not ask to have your student called out of class for messages. We try to be as cooperative as possible when you need to leave a message for your child. Interrupting the classroom to give a verbal message to a child is disruptive to classroom activities. The office staff will be happy to take a message for non-emergency items.

TOYS AND GAMES

Please do not allow students to bring radios, tape recorders, electronic games, trading cards, dolls, trucks, or any other toys to school other than for regular "show and tell". Personal items are not covered by our insurance, and teachers cannot guarantee their safe keeping.

VISITING PARENTS, RELATIVES, ETC.

At various times we will have programs and different events during the regular school day. Because of current safety concerns all visitors must present either an official **event ticket or official photo identification** to enter the school event.

VISITING STUDENTS

We cannot be responsible, legally or practically, for students who are not registered at Woods Cross. Non-students who are on school grounds or in the school building during school hours without legitimate school business are trespassing and will be asked to leave and /or the police will be called.

VOLUNTEERS

Volunteers are encouraged and sign up under the supervision of the classroom teachers. Volunteers must sign in at the office indicating the volunteer service and teacher they are working with. Volunteers are to wear Volunteer Badge at all time when volunteering and check out in the Office

returning the badge when completed. Volunteers are not to bring other children with them while volunteering, including chaperoning school activities and field trips.

PARENT-STUDENT COMPACT

Objective

The Woods Cross Elementary school community wants to help each child succeed in school. We believe this is possible when parents, teachers and students work together. We also believe that a plan which defines the roles and responsibilities of the school, parents and students will help us achieve this goal.

Plan Development

The Woods Cross Community Council is composed of parents, teachers, and administrators who meet monthly to discuss the progress of the school, share ideas, and formulate plans for school improvement. The following plan for parental involvement was developed and approved by this council. If you have ideas or suggestions as to how this plan could be modified to better meet your needs, please contact the school.

School Responsibilities and Activities

Woods Cross Elementary staff will provide high-quality curriculum and instruction in a safe and positive learning environment that enables children to meet the State's academic achievement standards as follows:

- Teachers will teach the core-curriculum
- Teachers will use effective and proven teaching strategies
- Teachers and other staff will provide a safe and comfortable learning environment
- Teachers will provide parents with regular updates on their child's progress, information on state academic standards, assessments and proficiency levels students are expected to meet
- Teachers will meet with parents at least once each semester to discuss their child's academic achievement
- Staff will work in cooperation with PTA to provide parents with a school newsletter every other month, which will include a calendar of school events
- School will conduct a Back-to-School night at the beginning of each school year to give parents a chance to meet their child's teacher and become familiar with class policies, procedures and curriculum
- School will conduct a week-long Kindergarten Registration each spring to assist parents with registration paperwork/documents and to explain school policies and procedures.
- In conjunction with the PTA, the school will hold the following literacy activities for parents: Dr. Seuss Literacy Night, Moms and Muffins, Dad's and Donuts. At these activities' parents will be given training on how to support and help their children academically
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - SEP Conferences
 - By request during a teacher's planning time
 - By email or phone call to the teacher
 - While brief discussions may take place during the school day, parents are asked to refrain from trying to discuss their child at the beginning of class or at any time other children or parents are present.
 - Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities:
 - The school and/or teachers will make the following arrangements to provide for guidelines for parent volunteer and observation opportunities:
 - Provide written communication to parents as to the volunteer and observation opportunities and the rationale for such opportunities
 - Reasonably provide equitable access to all parents of children in the classroom

Parent Responsibilities

Parents play a vital role in the education of their children. They support their child by reading with him/her, helping with homework, and communicating with the classroom teacher about the progress of their child. The parent=s role includes the following:

- Set the standard for daily school attendance
- Make sure homework is completed
- Read class newsletters and progress reports and know how your child is doing
- Attend Parent-teacher conferences
- Read all school notices that are sent home with your child
- Call the school to notify regarding illnesses, absences or other circumstances
- Volunteer in the classroom or on PTA board as time permits
- Attend Back-to-School Night

Student Responsibilities

- Students agree to be responsible for their learning as follows:
- Attend school every day, be on time and ready to learn
- Follow school and class rules
- Ask for help or assistance when needed
- Complete and turn in assignments
- Take all communication home and make sure parent receives it
- Respect self, others and property
- Have a positive attitude, always do your best



Davis School District

LEARNING FIRST

MEMO TO PARENTS REGARDING STUDENT INTERVIEW/PHOTOGRAPH/VIDEO

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.

As part of that effort, we also occasionally invite reporters to the schools to cover educational activities and events.

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

For that reason, we are seeking your permission ahead of time for your student(s) to be interviewed, photographed or recorded on video in the event such an opportunity surfaces during the school year. This will include the use of that material on the district or school website and district or school social media sites. Please note, Davis School District policy prevents use of a child’s full name in association with their photo or video in any district or school use.

There are times when hundreds of students are together on the playground, lunchroom or in an assembly-type situation. We will do everything we can to try and determine which students may be off-limits during those large student gatherings. However, those situations can make it very challenging to accomplish that.

Also, if a student participates in a group that performs in the public limelight — such as choir, sports or any public performance — the opt-out doesn’t apply.

If you **DO NOT** want your student to be involved in one or all of these instances, please fill out this form and return it to the school. Please note, your permission will be assumed if the school does not receive this form.

Please indicate which instances you would like to opt out of:

___ My child may NOT be photographed or recorded on video for use by the district or the school.

___ My child may NOT be photographed, recorded on video or interviewed by an outside entity, including the media.

Student Name(s): _____

Parent(s) Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____



Davis School District

LEARNING FIRST

MEMORÁNDUM AL PADRE/S EN RELACIÓN A ENTREVISTA/S, FOTOGRAFÍA/S Y VIDEO/S DEL ESTUDIANTE

Estimado/s Padre/s:

Parte de los esfuerzos de comunicación del Distrito Escolar de Davis y de la escuela de su hijo/a es dejar saber al público en general las actividades educativas que ocurren dentro de las paredes de nuestras escuelas.

Como parte de ese esfuerzo, invitamos además reporteros para cubrir los eventos y las actividades educativas en ocasiones. Por supuesto, el primer enfoque de la educación es nuestros estudiantes. Y durante la vasta mayoría del tiempo, los medios de comunicación querrán enfocarse en los estudiantes como tema de historias (relatos). Por esta razón, le pedimos su permiso con anterioridad para que su estudiante/s sea entrevistado, fotografiado o filmado y grabado en video en el caso que se presente tal oportunidad durante el año escolar.

Eso consistirá en el uso de ese material de información en los sitios Web de la escuela, el distrito escolar y los medios de comunicación social escolar. Por favor, tome nota que el Reglamento del Distrito Escolar de Davis impide (no permite) el uso del nombre completo de un niño/a junto con su foto o video en cualquier uso de la escuela o el distrito escolar.

Hay veces cuando cientos de estudiantes están juntos en el recreo escolar, el comedor del almuerzo o un tipo de situación de asamblea. En esas grandes reuniones de estudiantes, nosotros haremos todo lo posible a nuestro alcance, para intentar y determinar cuál/es estudiante no tiene permiso de exhibirse en los medios de comunicación. Sin embargo, esas situaciones pueden hacerlo muy desafiante para cumplir con eso.

Además, si un estudiante/s participa en un grupo que ejecuta o actúa frente al público— tal como un coro, deporte/s o cualquier actuación pública — no se aplica la opción de no participar en los medios de comunicación.

Si usted **NO** quiere que su hijo/a estudiante participe en una o todas estas instancias, por favor complete este formulario y entréguelo en la escuela. Por favor, esté en conocimiento que, si la escuela no recibe este formulario, se asumirá que usted da el permiso para que su hijo/a estudiante participe en los medios de comunicación.

Por favor, indique en qué momento/s usted quisiera optar que su hijo/a no participe:

___ Mi hijo/a NO puede ser fotografiado o grabado en video para uso de la escuela o el Distrito Escolar de Davis.

___ Mi hijo/a NO puede ser fotografiado, grabado en video o entrevistado por una agencia exterior (afuera), inclusive los medios de comunicación social.

Nombre(s) del Estudiante: _____

Nombre(s) del Padre/s: _____

Dirección: _____

Teléfono: _____

Firma del Padre/s: _____

Fecha: _____