

# Taylor Elementary

STUDENT - PARENT

HANDBOOK

**2019 – 2020**

# Welcome to Taylor Elementary School!

## **MISSION**

The mission of Taylor Elementary School is to help students realize their full potential, to help students gain self-worth, and to provide ways for students to experience success.

## **PHILOSOPHY**

We believe that students should leave Taylor Elementary with essential skills including reading, writing, speaking, listening, thinking, problem solving. Students should be able to communicate in a variety of formats, cooperate with others, be good citizens, and use technology to access, process, and apply information.

In addition, we believe that students should be challenged to think about their position in the world as the next generation of leaders, and be ready to take their place as upstanding citizens of the community.

# Message to Parents

Dear Parents,

Please review the contents of this handbook together with your child. Feel free to contact the school regarding any questions about this handbook. In addition to this information, you will receive periodic notes from the school, class, and PTA to keep you informed of dates and events.

JA Taylor elementary school has chosen “Full STEAM Ahead” to be our school theme for the 2019-2020 school year. STEAM is an acronym standing for Science, Technology, Engineering, Art, and Math. This year our PTA is helping to provide some fun activities in these areas. Our school will also be focusing on Social Emotional Learning skills this year.

STEAM can also stand for **S**elf Awareness, **T**aking Control of Ourselves, **E**mpathy and Social Awareness, **A**ppropriate Relationship Skills, **M**aking Decisions Responsibly. Because of the importance of these areas we have created two new positions this year. Michelle Baker will still be our SEM but will also be our STEM specialist. Debra Harvey will be our Junior Hope Squad Advisor and will assist our teachers and counselor in teaching and reinforcing Social Emotional Learning skills

I am really excited about this school year and excited for the future. We have such a great school community and our focus has always been and will continue to be on our students and preparing them for an exciting future.

## **TAYLOR ELEMENTARY SCHOOL STAFF ASSIGNMENTS**

2019-2020 SCHOOL YEAR

Principal.....Chris Laypath  
Assistant Principal.....Mackenzie Loo  
Head Secretary.....Katy Gamble  
Kindergarten.....Chelsey Lang  
Kindergarten.....Shauntelle Menlove  
1<sup>st</sup> Grade.....Kathy Christensen  
1<sup>st</sup> Grade.....Tiffany Forbes  
2<sup>nd</sup> Grade.....Annette Palmer  
1<sup>st</sup> Grade.....Annette Palmer  
2<sup>nd</sup> Grade.....Kim Loosle  
2<sup>nd</sup> Grade.....Anna Larsen  
3<sup>rd</sup> Grade.....Karen Anderson  
3<sup>rd</sup> Grade.....Machele Carbine  
4<sup>th</sup> Grade.....Kamryn Payne  
4<sup>th</sup> Grade.....Bonnie Crook  
4<sup>th</sup> Grade.....Terri Wall/Camille Gregersen  
5<sup>th</sup> Grade.....Laura Eliason  
5<sup>th</sup> Grade.....Kathryn Wilkinson  
6<sup>th</sup> Grade.....Heidi Holmes  
6<sup>th</sup> Grade.....Sara Wilson  
Resource.....Ben Jones  
Resource Assistant.....Nancy Robinson  
K-2 ASC Classroom.....Stephanie Bowman  
K-2 Aide.....Keri Van Orman  
K-2 Aide.....Kerrienne Bangerter  
K-2 Aide.....Melissa Hall  
Special Ed Preschool.....Kathryn Erickson  
Regular Ed Preschool.....Sydney Cruz  
Preschool Assistant.....Faith Connors  
Preschool Assistant.....Melissa Hartvigsen  
Counselor.....Liz Sharp  
SEL Assistant.....Debra Harvey  
Instructional Coordinator.....Lisa Menlove  
STS Specialist.....Dale Bowker  
Computer Prep.....Jeri Lynn Haacke  
Art/Music Prep.....Justine Anderson/Tawna Schmidt  
Physical Education Prep.....Wendy Harms  
Speech Pathologist.....Donna Nay  
School Psychologist.....Kevin Labresh  
Clerical / Playground.....Cynthia Naylor  
Aide/Playground.....Teresa Williams  
Aide.....Debbie Dunn  
Aide.....Brenda Weeks  
Office.....Dawn Larson  
Lunchroom Supervisor.....Nancy Robinson  
Media Specialist.....Kristy Tall  
Head Custodian.....Dale Hodgen  
School Foods Manager.....Sandra Brown  
Cook.....Rebecca Stratton  
Cook.....Cindy Ballantyne  
Classroom Assistant.....Ann Barker  
SEM.....Michelle Baker

School Nurse.....Heidi Diedkier  
Health Care Assistant.....Hannah Jenkins

# PTA Board

## Executive Committee

President .....	Marianne Hellewell
President Elect.....	
Secretary.....	
Treasurer.....	Liz Randall
Administrative VP.....	Chris Laypath
Membership .....	Jen Kotter
Teacher VP.....	
Fundraising.....	Marianne Hellewell

## Commissioners

Safety.....	Chelsea Astle
Field Day.....	Rachel Hales
Health.....	Darci Bangerter
Art Contest.....	
Box Tops.....	Shanna Nielsen
Teacher Appreciation.....	Jennifer Favaloro
Volunteer Coordinator.....	
Red Ribbon.....	
Yearbook.....	Nicole Lamb
Literacy.....	

## PTA

The Parent Teacher Association holds monthly meetings, usually the first Tuesday of the month at 2:30 pm. All parents and teachers are strongly encouraged to join and participate in the PTA. Educational events, fundraisers, and socials directly benefit the students, parents, teachers, and community.

## TAYLOR ELEMENTARY Information and Policies

293 East Pages Lane  
Centerville, Utah 84014

**School Phone: 801-402-1500**

### SCHOOL HOURS

Monday – Thursday.....	8:50-3:25
AM Kindergarten.....	8:50-11:30
PM Kindergarten.....	12:45-3:25
Friday (early out).....	8:50-1:25
AM Kindergarten.....	8:50-10:50
PM Kindergarten.....	11:25-1:25

### BELL SCHEDULE

Breakfast.....	8:20
First Bell.....	8:45
Tardy Bell.....	8:50
Monday – Thursday.....	8:50-3:25
Friday .....	8:50-1:25

### First Recess

10:30-10:45:	1, 2,
10:45-11:00:	3, 4, 5, 6,
10:55-11:10:	<b><u>Lunch</u></b>
11:35-12:10:	1st
11:45-12:20:	2nd
11:55-12:30:	3rd
12:05-12:40:	4th
12:15-12:50:	5th
12:25-1:00:	6th

### Last Recess

1:40-1:55:	K, 1, 2, 6
1:55-2:10:	3, 4, 5,

### **ARRIVING at SCHOOL**

Children should not arrive at school too early since teachers are preparing for the school day. The building opens for students to enter at 8:45 a.m. On good weather days children stay outside until the bell rings. On stormy or cold days, the children will be invited into the multi-purpose room. Outside supervision begins at 8:20 when breakfast service begins.

### **ATTENDANCE**

While occasional absences from school may be unavoidable, it is important that students attend school regularly and **arrive on time**. Students are expected to be in school except when illness, emergency or pre-planned family activities require absence. When children must be absent from school, we ask parents to:

1. Call the school office at 801-402-1500
2. Provide a medical doctor's statement for extended illness.
3. Inform the classroom teacher when outside recess is not permitted.
4. Follow up with the classroom teacher on any missed work.

Parents will be contacted when students have excessive absences or tardies. Staff will work with parents and students to improve attendance as necessary.

### **BEHAVIOR EXPECTATIONS**

Each teacher has a discipline plan outlining expected student behaviors and consequences. Good behavior is the focus! You should be provided a written copy of the discipline plan for your child's class at the beginning of the school year. School-wide expectations are centered on good manners and promote a positive atmosphere in the school. Fighting, swearing, disrespectful comments or gestures, stealing, and acts of vandalism are violations of the "Safe Schools Policy" and will have serious consequences, which could result in suspension or expulsion. All students receive specific training about the district Safe Schools Policy at the beginning of the school year. A more detailed school-wide discipline plan is listed below. Gum chewing is not allowed due to the possible damage to the building, grounds, and school.

### **BICYCLES/SCOOTERS/SKATEBOARDS**

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

1. All safety rules are followed, including obeying the crossing guard
2. They are walked on school grounds.
3. They are locked in the bike rack
4. All bikes, scooters, and skateboards should be labeled with the owners' name.

### **BIRTHDAYS**

Please be considerate of all children when considering how to celebrate your child's birthday at school. Please celebrate your child's birthday at home rather than bringing balloons, flowers or gifts to the school. **In lieu of treats, we would like to encourage students to bring a copy of a book they enjoy to donate to their classroom library with an inscription written by them** If you bring a treat for your child's class, please remember we can accept **only commercially produced and packaged items. No home-baked goods may be distributed. Please be aware we have students who have serious food allergies.**

### **BUSING**

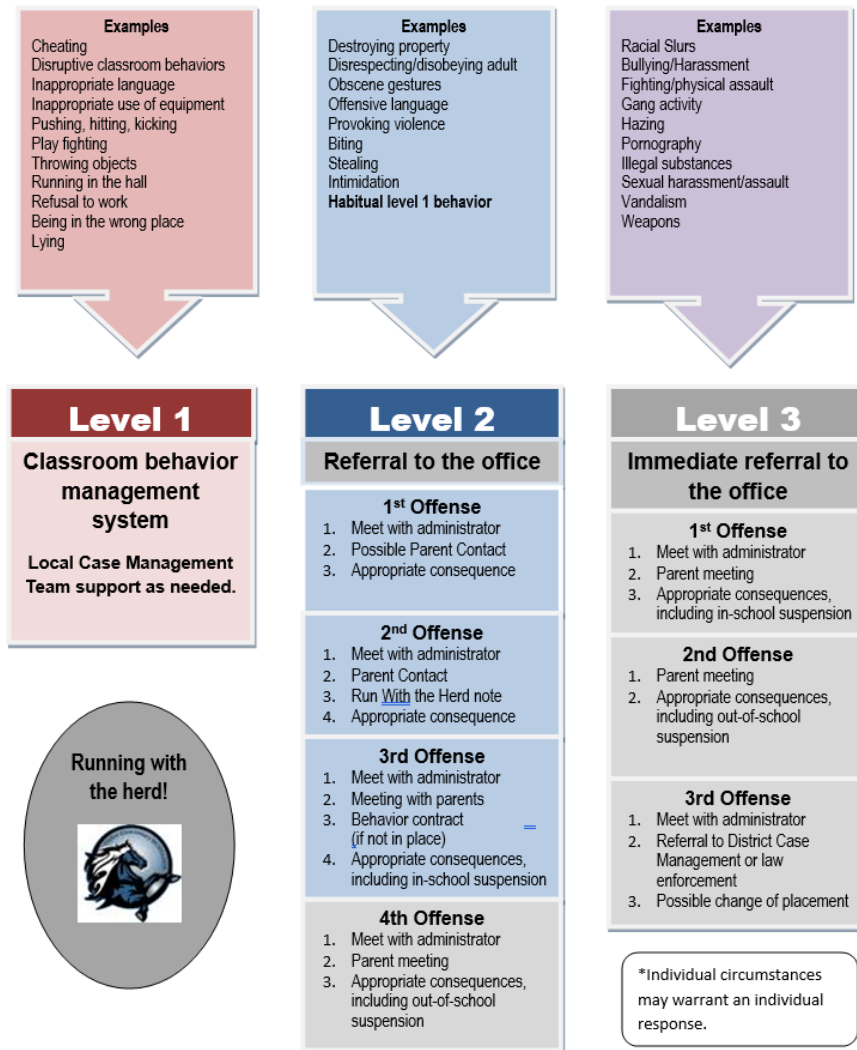
All students may ride school buses occasionally for fieldtrips. Therefore, all students must know and follow the bus rules.

Bus rules for the students include:

1. Students must be seated at all times when the bus is in motion.
2. Hands, feet, and other objects must be kept to oneself and remain inside the bus at all times.
3. Abusive language and/or inappropriate behavior is not permitted.
4. Directions of the driver must be obeyed.

Students who fail to follow these guidelines may, upon first warning, have a seat assigned. A second warning will result in contact with the principal, who may also speak with parents. A third warning may result in suspended bus privileges.

## Taylor Elementary School-wide Behavior Management Plan\*



For purposes of this plan, “bullying/hazing” means any behavior of overt and or pervasive aggression that may include:

1. Physical aggression such as fighting, punching, shoving, or kicking.
2. Verbally threatening actions
3. Relational aggression such as rumor spreading, intimidation, enlisting a friend to engage in bullying, social isolation.
4. Cyber-bullying, including use of email, web pages, text messages, social media.

Students who initiate, participate directly in, solicit, create, or are accomplice to bullying/hazing activities either in or out of school will be subject to appropriate interventions, education, and/or corrective measures which may include, but are not limited to the following:

1. Teacher/Student Conferences
2. Reduction or elimination of privileges or preferred activities
3. Communication with parent via note, telephone

### CALENDAR

Back to School Night	Mon., Aug 19, 2019
School Begins ( <b>First Day is Early Out</b> )	Tue., Aug 20, 2019
Labor Day ( <b>No School</b> )	Mon., Sep 2, 2019
Professional Day ( <b>No School</b> )	Mon., Sep 23, 2019
Fall Break ( <b>No School</b> )	Thurs. – Fri., Oct 17-18, 2019
End of First Term ( <b>Early Out Schedule</b> )	Thur., Oct 31, 2019
Professional Day ( <b>No School</b> )	Fri., Nov 1, 2019
Parent Conferences ( <b>Early Out</b> )	Wed-Thur., Nov 13-14, 2019
Teacher Comp Day ( <b>No School</b> )	Wed., Nov 27, 2019
Thanksgiving Recess ( <b>No School</b> )	Thurs. - Fri., Nov 28-29, 2019
Winter Recess	Mon., Dec 23, 2019 – Fri. Jan 3, 2020
School Reconvenes	Mon., Jan 6, 2020
End of Second Term ( <b>Early Out</b> )	Thur., Jan 16, 2020
Professional Day ( <b>No School</b> )	Fri., Jan 17, 2020
Martin Luther King, Jr. Holiday ( <b>No School</b> )	Mon., Jan 20, 2020

### BULLYING/HAZING

Parent Conferences ( <b>Early Out</b> )	Wed. - Thur., Feb 5-6, 2020
President's Day ( <b>No School</b> )	Mon., Feb 17, 2020
End of Third Term	Fri., Mar 20, 2020
Professional Day ( <b>No School</b> )	Mon., March 23, 2020
Spring Recess ( <b>No School</b> )	Mon.-Fri. Mar 30-Apr 3, 2020
Memorial Day ( <b>No School</b> )	Mon., May 25, 2020
Last Day of School ( <b>Early Out</b> )	Friday, May 20, 2020

### **CHILD ABUSE / NEGLECT**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child abuse and neglect.

### **CLASSROOM VISITS**

Parents are welcome to visit classrooms, but classroom disruptions must be minimized. Please make appointments with the classroom teacher to arrange classroom visits. Please check-in with the office for a visitor badge. Visiting school-age relatives and friends may not attend class with your child.

### **COMMUNITY COUNCIL**

School Community Councils were established to implement a collaborative site-based decision making model. The council consists of parents and staff. They provide input and recommendations regarding:

1. Budget Allocation of Land Trust Funds
2. Input on School Improvement Plan
3. Build Community Support

### **CROSSWALKS / PEDESTRIAN / BUS SAFETY**

Our students' safety is our primary concern. Students should follow the established walking routes. Depending on where you live, your child may have to cross busy streets and must do so at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians - looking both directions before

crossing, staying on sidewalks, crossing at crosswalks, etc. Students may ride bikes and scooters to school **if they wear a safety helmet and walk these items on all school grounds**. Bikes must be locked up in the bike rack during school hours. Roller blades, skateboards, scooters, rip sticks, etc. should not be used on school grounds at any time. Failure to follow these rules may result in loss of privilege to have these items at school.

### **CURRICULUM**

Davis School District follows the Davis Essential Skills and Knowledge (DESK) standards. The purpose of these standards are to focus and prioritize the content students are expected to learn. By using the DESK website, you will be able to access documents outlining the essential skills for each grade level. <http://www.davis.k12.ut.us/Page/185>

### **SCHOOL BEHAVIOR PLAN**

Taylor Elementary students are expected to show respect for themselves, for others, and for the school. Reasonable standards of behavior, which include an emphasis on safety, are required of students at all times.

#### ***Galloping with the Best!***

Teachers will choose a student each month to have "Lunch With the Principal". These are students who have exceeded behavioral expectations. Teachers also choose students to participate in the "Lunch With the Mayor" program.

In addition, students may receive a ticket for being observed following the rules and doing what is expected of them, like walking their bikes on the school grounds, cleaning up their area in the lunchroom, or walking in the halls. Ten of these tickets will be drawn each month for a prize.

For the inappropriate behavior that may take place in the *common* areas of the school, i.e. library, halls, playground, lunchroom, assemblies, etc., as part of a classroom behavior plan, or for any

extreme or Safe Schools violation in the classroom, the following discipline plan will be used:

### **Stumbling Slips and Running with the Herd**

Stumbling slips are given to students who break school rules in common areas of the school, such as a hallway, playground, restroom, etc., or for consequences as part of the classroom discipline plan. The issuing teacher gives the “Stumbling Slip” to the student who is sent to the office to have the incident investigated. Office personnel will investigate the incident, record the student’s version of the incident, and attach the top copy of the “Stumbling Slip” to a form entitled “Running with the Herd Again.” **The form will be dated and sent home with the student with the expectation that the child will review the misbehavior with a parent and come up with a plan for “righting the wrong.” The completed form should be returned to the school office the following day.** Follow-through with the plan will be completed by the administration with a copy of the plan going to the teacher.

### **DRESS STANDARDS**

One of the goals of Taylor Elementary is to ensure that all students are provided with a safe and positive learning environment. Research suggests that the way a student dresses can influence academic achievement. In an effort to promote and protect the educational environment from disruption, the Davis School District and Taylor Elementary Community Council have set the following standards for school dress and appearance:

- Any attire, hair style or color, piercing, or makeup which significantly disrupts the educational process or is a safety concern is not permitted.
- Flip-flops or other footwear which make it difficult for students to participate in PE or recess activities are not allowed.
- Shirts and blouses must be long enough to cover the midriff when arms are raised and need to have sleeves.
- Low-riding or sagging pants that hang below the waist line are not allowed. Pants should be worn high enough that underwear is not exposed.
- Heelies and any shoes with wheels or that can be used with wheels are not allowed on school grounds.
- Skirts, dresses, and shorts must be mid-thigh or longer.

- No hats or other head coverings are allowed inside the school building
- No obscene or suggestive words or pictures may be worn on clothing. Clothing may not promote illegal activities or display alcohol or drugs.

### **ELECTRONIC DEVICES POSSESSION and USE**

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

- Students may carry or possess electronic devices at school and school-sponsored activities, subject to the following:
- Electronic devices must be turned off and kept out of sight during class time. Electronic devices may **not** be left on in vibrating mode.
- Use of electronic devices during the school day, including between classes, recess, and during lunchtime is prohibited. Devices must be completely powered down, turned off and kept out sight.
- At no time may electronic devices be used in restrooms.
- Students may use electronic devices before school and after school so long as they do not create a distraction or disruption.
- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

### **Prohibitions**

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

- Being prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device
- In-school suspension
- Out of school suspension
- Expulsion
- Disciplinary consequences consistent with the school-wide discipline program.

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### **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 or borrowed and misused by non-owners, they are jointly responsible for the policy violation.
- Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals or be used to exploit personal information or compromise the integrity of educational programs. Therefore, the use of audio recordings or camera functions are strictly prohibited on school premises with the following exceptions:
  - The use is specifically required to implement a student's current 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.

### **ENROLLMENT REQUIREMENTS**

Birth certificates, current immunization records, and proof of residency are required for students to attend Taylor Elementary. Residency is defined as where the student lives for the majority of their time. The address of relatives or property that is owned, but not the student's

primary residence may not be used to claim a student lives in the school boundaries. Students who do not live in the school boundaries and have not been accepted on an official variance, will be asked to attend the school where they reside.

### **ENTERING AND EXITING BUILDING**

1. Students will remain outside the building before school unless involved in program like orchestra or choir and line up in their designated areas.
2. Breakfast runs from 8:20-8:45
3. Students should not arrive to school prior to 8:30, as there is not adequate supervision prior to this time.

### **FIRST AID MEDICATION**

It is our policy to try to contact parents when children become ill or injured. The school is limited to first-aid only. Please be sure to inform the school of any changes in telephone numbers or persons to contact in case of emergency. If your student must take medication during the school day, please contact the school office for special arrangements. Details of the medication policy can be found on the district website.

### **FOOD EXPERIENCE and TREATS**

The Health Department requires that all food provided to students at school be commercially produced. No home-baked goods may be provided. In addition, we have a number of students at our school with severe food allergies, some requiring food prepared by commercial establishments who do not produce any product with nuts. Please be aware of these concerns when providing treats or food experiences at school.

### **HOMEWORK**

Homework is considered to be an important part of the educational program. It provides students the opportunity to develop self-responsibility, good study habits and mastery of skills taught. Homework is encouraged and will be used to extend and expand the activities presented during the instructional day. In determining the amount of homework assigned, consideration will be given to allowing time for students to participate in "out-of-school home-centered" activities and responsibilities. Specific assignments will vary and

depend upon individual grade levels and teachers. If the amount or level of homework seems inappropriate for your child, please discuss the matter with your child's teacher. District homework guidelines are available here:

<http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/10576/District%20homework%20guidelines..pdf>

### **HOW PARENTS CAN HELP**

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

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

### **INVITATIONS**

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

### **LEAVING SCHOOL**

If your child must leave school during the school day, please send a note with him/her. Your child should be picked up at the main office. You must come into the office and sign him/her out.

### **LIBRARY / MEDIA INFORMATION**

Parents are welcome to visit our media center. Students will be in the media center once a week to check out books, learn library skills, listen to stories, etc. Any materials checked out are expected to be

returned to the library in good condition the following week. Replacement fees are charged for lost or damaged materials.

## **LOST and FOUND**

The school will make a reasonable effort to return found items to their owners, but unclaimed items will be placed in the multi-purpose room for a short period of time before being donated to a charitable organization.

## **NUISANCE ITEMS**

Toys, radios, electronic games, walkie talkies, game or trading cards, tablets, iPods, cell phones (see the electronics policy), ball bats, etc. should not be brought to school. These items are a cause of concern and disrupt school. The teacher or administrator may take these items and hold them until a parent retrieves the item.

## **NUTRITION SERVICES**

<https://www.davis.k12.ut.us/departments/nutrition-services>

Menus, ingredients, and carb counts are available at a link from the school web page.

### **Prices:**

Student Lunch.....	\$1.85
Adult Lunch.....	\$3.40
Student Breakfast.....	\$1.35
Adult Breakfast.....	\$2.00

Free and reduced cost applications are available online through a my.DSD guardian account.

Breakfast will be served daily starting at 8:20 a.m.

Respectful behavior is required in the lunchroom. Students who are unable to manage themselves appropriately in the lunchroom may lose the privilege of eating in the cafeteria and may be required to use their recess time cleaning the cafeteria or school campus.

### **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.**

## **PERSONAL POSSESSIONS**

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

### **PICK-UP and DROP-OFF**

Parents who drive students to and from school are asked to abide by all traffic and parking regulations at and around the school. **Please use the drop-off lane closest to the school to pick-up or drop off students. The “drive through lane” should be respected and not used to pick up or drop off students. This creates a dangerous situation for students. Please follow all directional signs to avoid congestion.**

### **SCHOOL INFORMATION**

News of current activities or important information for parents will be sent home with the students or mailed to students’ homes. **Tuesday Folders** will be sent home with students on a weekly basis. These folders will contain information from the school. Please check student backpacks regularly for your child’s work. We invite you to visit our homepage on the internet which has time schedules, faculty and staff, school and class calendars, technology information, etc. Our homepage is found at: <http://www.davis.k12.ut.us/Taylor/>

### **SCHOOLWIDE PROCEURES**

<b>Restroom</b> <ol style="list-style-type: none"><li>1. Be quick</li><li>2. Use indoor voice</li><li>3. Respect personal space</li><li>4. flush</li><li>5. wash hands</li><li>6. keep water in sink</li><li>7. throw paper towels in garbage</li></ol>	<b>Office</b> <ol style="list-style-type: none"><li>1. Use an indoor voice</li><li>2. Respect personal space</li><li>3. Use good manners</li><li>4. Know what you need</li><li>5. Have a phone pass if you need to use the phone.</li></ol>
<b>Hallway</b> <ol style="list-style-type: none"><li>1. Walk</li><li>2. Use indoor voice</li><li>3. Respect personal space</li><li>4. Stay to the right</li><li>5. Follow teacher directions</li></ol>	<b>Recess</b> <ol style="list-style-type: none"><li>1. Respect personal space</li><li>2. Follow directions of ground duty</li><li>3. Use playground equipment properly</li><li>4. Be a good sport</li><li>5. Stay in boundaries</li><li>6. Let everyone play</li></ol>
<b>Drinking Fountain</b> <ol style="list-style-type: none"><li>1. Quietly wait in line for your turn</li><li>2. Take short drinks (count to 5)</li></ol>	<b>Lunchroom</b> <ol style="list-style-type: none"><li>1. walk</li><li>2. Stay in your seat</li><li>3. Use indoor voice</li><li>4. Respect personal space</li></ol>

<ol style="list-style-type: none"><li>3. Keep water in the drinking fountain</li><li>4. Keep all objects out of the fountain</li><li>5. Immediately return to class</li></ol>	<ol style="list-style-type: none"><li>5. Keep food in proper place</li><li>6. Clean up area and throw away garbage</li><li>7. Obey lunch supervisors</li></ol>
<b>Specialty Classes</b> <ol style="list-style-type: none"><li>1. Follow directions</li><li>2. Respect teacher</li><li>3. Use indoor voice</li><li>4. Respect personal space</li><li>5. Use materials properly</li><li>6. Clean up</li></ol>	<b>Assemblies</b> <ol style="list-style-type: none"><li>1. Be a good listener</li><li>2. Applaud politely</li><li>3. Respect personal space</li><li>4. Use good manners</li></ol>

### **PARENT CONFERENCES**

Students are asked to attend the SEP Conference with parent and teacher. During SEP Weeks, Wednesday and Thursday will be an early-out day for students. The school will use the same start and end times for Friday schedules.

An appointment time will be sent home prior to the conference on the following schedule:

1<sup>st</sup> SEP Conferences..... Nov 13-14, 2019  
2<sup>nd</sup> SEP Conference.....Feb 5-6 , 2020

### **SERVICES FOR ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS**

In compliance with the Equal Educational Opportunity Act and Title VI, Davis County School District and Taylor Elementary School provide alternative language services to ELL students. Parents or guardians of students who feel that their students would qualify for and benefit from these services are asked to speak with the principal or the

District Director of Alternative Language Services, John Zurbuchen, at 801-402-5118.

### **SPECIAL HELP**

The school provides services in speech and hearing, social and psychological intervention, and remediation through a resource program. A "special services team" meets weekly at Taylor Elementary to address student needs. If you have questions regarding these services, please call the school.

### **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. We ask students to leave the school grounds promptly after school.

### **STUDENT INSURANCE**

Parents may purchase student accident insurance at the beginning of the school year. Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student's insurance company.

### **TELEPHONE USE**

The telephone is for official and emergency use only. After school play arrangements should be made from home. The phone is answered from 8:00 until 4:00 daily. Our school phone number is 801-402-1500, and our fax number is 801-402-1501.

### **TEXTBOOKS**

Each student is responsible for textbooks issued to him/her. Lost books must be replaced through payment for new books. Damaged books must be replaced or repaired.

*The following information is required to be published for student / parent notification:*

### **NOTICE OF NON-DISCRIMINATION**

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

Inquiries or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:  
Steven Baker, Associate Director Human Resources

### **ADA (Employment Issues) Coordinator**

Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315  
[sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

### **Midori Clough, District 504 Coordinator Section 504 (Student Issues) Coordinator**

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5180  
[mclough@dsdmail.net](mailto:mclough@dsdmail.net)

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

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5319  
[bvillar@dsdmail.net](mailto:bvillar@dsdmail.net)

### **Tim Best, Healthy Lifestyles Coordinator Title IX Compliance Coordinator Gender Based Discrimination in Athletic Programs**

Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-7850  
[tbest@dsdmail.net](mailto:tbest@dsdmail.net)

Scott Zigich, Director of Risk Management  
**Physical Facilities Compliance Coordinator**  
Davis School District  
20 North Main Street, P.O. Box 588

Farmington, Utah 84025  
tel: (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 **JA Taylor Elementary** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator **Mackenzie Loo**, their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and **JA Taylor 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 District

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 records.

### **WEAPONS AND EXPLOSIVES – AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to

intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District 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” includes but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

### **DRUGS/CONTROLLED SUBSTANCES**

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

### **SERIOUS VIOLATIONS**

Any student 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 person associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

### **DISRUPTION OF SCHOOL OPERATIONS**

Any student may be suspended, transferred to an alternative placement, expelled, referred for police



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

### **DUE PROCESS**

When a student is suspected of violating **JA Taylor 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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

### **AUTHORITY TO SUSPEND OR EXPEL**

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

### **BULLYING/CYBER-**

### **BULLYING/HAZING/RETALIATION/ABUSIVE CONDUCT**

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or

circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at [5S-100 Conduct and Discipline](#). JA Taylor Elementary policy may be found at [5S-100 Conduct and Discipline](#). or a copy may be obtained in the school office.

### **SEARCH AND SEIZURE**

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

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

### **EXTRACURRICULAR ACTIVITIES**

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

### **COMPULSORY EDUCATION REQUIREMENT**

A parent 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. Parents are encouraged to

work with the school in promoting regular attendance of all students.

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

### **Student Education Records**

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

1. ***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 education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;

[e] official in the juvenile justice system to improve education outcomes;

[f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;

[g] specified officials for audit or evaluation purposes; or

[h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Directory Information**

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

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



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

If you, as a parent, do not want **JA Taylor Elementary** to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

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

Family Policy Compliance Office, U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-(800) 872-5327

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

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

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

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

These include the right to:

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

- [a] political affiliations or beliefs;
- [b] mental or psychological problems;
- [c] sexual behavior, orientation, or attitudes

[d] illegal, anti-social, self-incriminating, or demeaning behavior;

[e] critical appraisals of others with whom the student or family have close family relationships;

[f] legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

[g] religious practices, affiliations, or beliefs; or

[h] income, other than as required by law to determine program eligibility.

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

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

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

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

Davis School District has policies in place to protect student privacy as required by both State and Federal law.

**JA Taylor Elementary** will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

Family Policy Compliance Office, U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-(800) 872-5327

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

## **PLEDGE OF ALLEGIANCE**

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

## **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and **JA Taylor Elementary** shall reasonably accommodate \*\* a parent's or guardian's:

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

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

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

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

## **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 myDSD 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.

**unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.**

**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**