

ADELAIDE ELEMENTARY STUDENT and PARENT HANDBOOK Policies and Procedures 2019-2020

MISSION & VISION STATEMENT

Adelaide Elementary is committed to supporting the District Strategic Plan. We value Student Growth and Achievement, Empowered Employees, Safety and Security, Fiscal Responsibility, and Parent and Community Connections. At Adelaide Elementary Learning First is our priority for every student.

ATTENDANCE PROCEDURES

Utah law requires parents to ensure the attendance of their children in school. It is the policy of the Davis School District to promote regular school attendance. We expect all students to be at school and on time every day. It is the parent's responsibility to notify the school with the date and reason for each absence. Please call the school attendance line at 801-402-1256 by 9:00 to report an absence. Parents will be contacted through phone, email, or mail when students have unexcused or excessive absences or tardies. Letters will be sent home when students have more than 4 absences in a term. Teachers and administration will work with parents and students to improve punctual and consistent attendance.

BOOKS AND MATERIALS

The school will provide textbooks and materials free of charge. Students are responsible for books and or equipment taken home from school. We appreciate the cooperation of parents in seeing that books are returned to school. If a student loses or damages a library book, textbook, assigned supplies, or other school property, they will be assessed the replacement costs.

BICYCLES, SKATEBOARDS, AND SCOOTERS

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

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

Due to safety and lack of storage areas, scooters and skateboards will not be allowed in the building.

BREAKFAST

Breakfast is served every school day at 8:25 for those who pay or qualify for free/reduced meals. Students may enter the building through the front doors at 8:25 AM and should finish breakfast by 8:45 AM so as not to encroach on class instruction time.

CALENDAR – District

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

COMMUNICATION – Parents

Communication between parents and school staff is also of vital importance. Teachers will notify you of their communication methods (email, newsletters, website, etc.) at back-to-school night. Good communication is critical in order to make and keep positive home and school relationships. Please communicate with your child's teacher as soon as you see something that concerns you so that any misunderstandings can be cleared up promptly.

DAILY SCHEDULES

Kindergarten Sessions	M-TH	A.M. Session	8:50-11:30 A.M.
		<i>Extended Day</i>	<i>11:30-12:05 (9/23/19 through 5/14/20)</i>
	M-TH	P.M. Session	12:45-3:25 P.M.
		<i>Extended Day</i>	<i>12:10-12:45 (9/23/19 through 5/14/20)</i>
	Friday	A.M. Session	8:50-10:50 A.M.
		P.M. Session 1	1:25-1:25 P.M.
<i>No Extended Day on Fridays or Early Out Schedules</i>			

Grades 1-6	M-TH	8:50-3:25 P.M.
	Friday	8:50-1:25 P.M.

Lunch:		AM Recess:	10:00-10:15 (2 nd , 3 rd , 6 th)
3 rd Grade	11:25-12:00		10:15-10:30 (K & 4 th)
1 st Grade	11:40-12:15		10:30-10:45 (1 st & 5 th)
2 nd Grade	11:50-12:25	PM Recess:	
5 th Grade	12:00-12:35		1:45-2:00 (K, 2 nd & 5 th)
4 th Grade	12:10-12:45		2:00-2:15 (1 st , 3 rd , 4 th)
6 th Grade	12:20-12:55		

COMMUNITY COUNCIL

The Community Council was established to implement a site-based collaborative decision-making model. The council consists of parents and staff. Members make recommendations/decisions regarding:

- Budget Allocation of Land Trust Funds
- In-put on School Improvement Plan
- In-put on Title 1 Plan
- Digital Citizenship
- Build Community Support

Meeting schedules are posted and parents are welcome to attend.

CURRICULUM

Davis School District follows the DESK (Davis Essential Skills and Knowledge) standards. The purpose of the DESK standards are to focus and prioritize the content students are expected to learn. Teachers, administrators, and curriculum specialists collaborated to identify the skills and knowledge students need to master at each stage in their education. By using the DESK website, you will be able to access individual documents outlining the essential skills for each grade level.

<http://www.davis.k12.ut.us/Page/185>

DISCIPLINE AND STUDENT CONDUCT – DISTRICT POLICY

<https://www.davis.k12.ut.us/district/administration/policy-manual/section-5-student-services>

DISCIPLINE PLAN – SCHOOL

Principles

All students are instructed to **be respectful, responsible and safe** by our teachers, school counselor, and the administration at the beginning of each school year. Adelaide Elementary strives to maintain an orderly, positive environment by establishing clear expectations, positive reinforcements, and holding individuals responsible for their actions.

SCHOOL EXPECTATIONS:

- Be Kind and Respectful
- Be Responsible
- Be Safe

SCHOOL RULES:

- I will keep my hands, feet and other objects to myself
- I will put others up instead of down.
- I will follow directions the first time given

Every person deserves to be respected, to feel safe, and be free from danger. Learning is enhanced in a safe environment. Learning is also enhanced by the establishment of academic and behavioral expectations. Students will be expected to conduct themselves in respectful and responsible ways. Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills. Students will be recognized and rewarded for this behavior through a variety of class and school wide systems. (ex: verbal praise, coins, tokens, and prizes)

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

SAFE SCHOOL POLICY:

To provide a Safe School environment for you, we remind you that school related conduct the District considers unacceptable may result in but is not limited to: being ***expelled from school, suspended from school, placement in an alternate setting or other disciplinary actions.***

Arson-Graffiti-Vandalism: The willful burning, defacing, or destruction of student, staff, or school district property.

Assault-Hazing-Harassment: Unwelcomed physical aggression, intimidation, or initiation of a school district employee, student, or volunteer, whether at school, a school related activity, or other locations which affect the environment at school. These actions are prohibited in any form including but not limited to, personally, by directing others to take the actions, or through the use of written word, social media, web pages, text messaging, instant messaging, or any other electronic means.

Controlled Substances: Selling of or possession of, controlled substances, alcohol, prescription medications or substances represented to be controlled substances. Including paraphernalia materials.

Robbery-Extortion: Taking anything of value from another by use of force or threat.

Weapons: Possession, use, transmittal, or concealment of ANY weapon or facsimile of a weapon. Weapons are defined as firearms, knives, explosives, flammable materials, or any items that may cause injury, death, threat, or intimidation.

Gang Activity: Engaging in any form of gang activity on or about school property, or at any school activity. Gang activities may include, but are not limited to: wearing, possessing, using, distributing, displaying, or selling items which evidence membership or association with gangs; committing acts which demonstrate membership or affiliation with a gang, such as flashing signs, soliciting membership, or requesting a person to pay for protection or claiming turf.

Sexting: The creation of, possession of, request of, or sharing of sexually explicit messages, sexually explicit photos or videos that interrupts the academic and or social processes within the school, a school related activity, or other locations which affect the environment of the school.

Threat: (i.e. Terroristic / Threat to others / Threat to harm one's self)

A threat to engage in an action posing a substantial risk of significant injury or harm to persons or property.

Continued Disruption of the School/Learning Environment:

Continued disturbances or problems that interrupt the academic and or social processes within the school. Violation of a Safety or Behavior Contract. Continual pattern of disruptive behaviors related to classmates, peers, school staff, or anything associated to the educational environment, including but not limited to social media, school activities, transportation, field trips, and extra-curricular activities.

***In addition to school discipline, committing the above acts may result in criminal prosecution.**

DRESS CODE – STUDENT AND ADULTS

Clothing must cover the area from one armpit across to the other. Tops must have shoulder straps, no spaghetti straps or wide openings in the armpit. Shirts should be long enough to not show bare midribs. Shorts and skirts need to adequately cover all underclothing, no short shorts. Shoes must always be worn and should be safe for the school environment. (Pajamas, bedroom shoes or slippers shall not be worn, except for during school activities approved by the principal.) Proper shoes must be worn during PE classes. Head gear including hats, hoodies and caps are not allowed unless permitted for religious, medical or other reasons approved by school administration. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, or drugs. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

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

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

All students will wear their hair in a clean and well-groomed manner. Extreme styles that cause a disruption to learning will be addressed by administration.

DRIVERS AND STUDENT SAFETY

Parking Lot

When dropping students off at school please be courteous and patient.

- Stay in the drop off lane when dropping your child off.
- Pull forward within the red curb area at the front of the school before your child exits the vehicle.
- Students should exit the vehicle curbside on the passenger side.

- Kindergarten students should follow this same procedure to avoid students walking between parked cars.
- Never leave your car unattended when in the drop off lane. If you wish to walk your child into the school, please park your vehicle in a stall before proceeding to the school.
- Do not block the crosswalk or handicapped stalls.
- Please familiarize other adults picking-up or dropping-off your student of our expectations.

Walking School

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

EMERGENCY DRILLS AND PROCEDURES

To be prepared for an emergency, various drills will be held throughout the year. Fire drills are held on a regular basis. Other drills include earthquake, lock down, lock out and possibly an evacuation drill during the year. In the event of an emergency, parents will be notified using the District Call Out System, when possible.

"Lock down" or "lock out" procedures will be used if there is an unsafe situation outside or inside the building. If the problem is outside of the building, all outside doors will be locked and no one will be allowed to enter or leave the building until clearance is given by law enforcement authorities. Students and teachers will go about business as usual. If the threat is inside the building, students will remain inside locked classrooms under the calm supervision of teachers until notified otherwise by authorities. In the event of a fire, the building is evacuated to the west end of our property where all students will be accounted for and supervised by their teachers.

Parents may check out their student upon presenting the proper documentation. For the safety of your child we request that each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these instructions change during the year, please notify the office.

ENTERING AND EXITING THE BUILDING

Students will remain outside the building before school and line up in their designated area.

- Students will remain outside the building before school unless involved in a structured program (i.e. orchestra, TASK before school program, student council, breakfast, etc.) Breakfast runs from 8:25-8:45.
- Students will line up at their designated entrances before school, after recess, and will enter the building when directed by a teacher.
- Students will leave the building at the end of school through a designated exit. Siblings should make a pre-arranged meeting location outside to avoid confusion at the end of the school day.
- On inclement weather days (i.e. rain, extreme poor air quality, or extreme temperature) students may enter the building through the main doors and line up outside their classroom when directed.
- **Students should not arrive at school prior to 8:40, as there is not adequate outside supervision prior to this time.**

FIELD TRIPS

Field trips are a great way to reinforce and reteach concepts from the core curriculum. The school and PTA will pay for buses for students at each grade level to go on one field trip per school year. Parents must sign permission slips for their children to participate in any field trip. Additional field trips may be scheduled that are at no cost to the school.



LUNCH PRICES

<https://www.davis.k12.ut.us/departments/nutrition-services/school-meal-prices-payments-refunds>

Parents may go to the nutrition services website for menus, prices and more information about school lunch.

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

HALLWAY BEHAVIOR

BEFORE SCHOOL - Students should not be in the building before school or during recess times unless they have a hall pass, have been checked in at the office, or are with their teacher.

DURING THE DAY – While the class is moving through the hallways, students should walk quietly, in a single file line. A teacher should always be present when their class is moving through hallways.

Students will:

- Walk in the hall quietly
- Stay to the right side
- Wear a hall pass when not with your class

HOMEWORK

Your child's homework will depend on their grade level and/or specific classroom teacher. See District Homework Guidelines at

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

Learning is important and should continue after school hours. Daily homework should not be viewed as punishment, but rather to encourage and extend learning.

MAKE-UP WORK

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

MORNING SUPERVISION OF STUDENTS

We have no supervision of children on the playground before and after school. A staff member will be monitoring traffic to keep students safe as they use the crosswalk in the front of the school. When dropping off your children for school, please be mindful of the students, other cars, and the busses.

MyDSD ACCOUNT

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

<https://mydsd.davis.k12.ut.us/Account/Login?ReturnUrl=%2f>

The benefits include:

Checking your student's grades/missing assignments

Making payments on lunch accounts

Scheduling SEP conferences

Taking Teacher Surveys online

Looking at test scores

Viewing attendance

Paying for yearbooks, fines, and registration

...and much more

NOTICE OF NON-DISCRIMINATION & DISTRICT POLICIES

Most of the Adelaide school policies are included in this *Student Handbook* and in a document entitled *District Policies and Procedures* which is located on our district web page at:

<https://davisk12utus.finalsite.com/district/administration/policy-manual/section-5-student-services>

PARENT/TEACHER/STUDENT CONFERENCES

Parent/Teacher/Student Conferences will be held in October and February. Students are an important part of these conferences and will enjoy attending as teachers praise their growth, discuss areas to improve and set goals.

PHONES –CLASSROOM

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

PRIVACY – STUDENT INFORMATION

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

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

PROFESSIONAL DEVELOPMENT DAYS

There are four professional development days scheduled for teachers to work. Students do not attend school on these days. The 2019-2020 days are scheduled for September 23, 2019, November 1, 2019, January 23, 2020 and March 23, 2020.

PTA

The PTA (Parent Teacher Association) at Adelaide Elementary is a viable, involved organization that seeks to benefit the education, safety, and welfare of our students. They work hard to provide programs and activities for the students to achieve this. Our yearly Jog-a-thon has been a fun family event to raise funds to support the PTA and school sponsored programs and activities. Some of the programs and activities offered by our PTA are: field trip transportation, Reflections, Walk to School Safely Day, Red Ribbon Week, book fairs, Tiger Trades (reading incentive), Moms and Muffins, Dads and Donuts, teacher appreciation week, teacher appreciation dinners, field day, and much more.

RECESS

All students will line up at the end of recess before they come into the building. Teachers should pick students up outside and escort them into the building at the end of each recess. We are continuing our partnership with PLAYWORKS to focus on building a recess experience that focuses on

RECESS - INSIDE BREAK

During inclement weather an "Inside Break" will be called. The building administration will make that call. The break will give students time to use the restroom, get drinks, and take a short break from their classwork; however, it is not a time to play as they would outdoors. During an inside break teachers and playground aids will monitor their students inside appropriate activities and games.



RED AIR DAYS

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

RESTROOM POLICY – CLASSROOM

Teacher restroom rules will be communicated to parents and students at the beginning of the school year. Some students may have physical issues that require frequent restroom breaks. Please notify your child's teacher of any specific concerns or accommodation your child may need. All students must feel free to use the restroom without undo repercussions.

SCHOOL FEES

Fees may be charged for activities that take place before or after school or over summer vacation. No fees may be required relating to any class, program or activity that occurs during the regular school day. School supplies must be provided for elementary students. An elementary school or teacher may compile and provide to a student's parent a suggested list of supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, those supplies for students use. Otherwise, they

will be furnished by the school. Any payment for student participation in a class, program, or activity is a fee and is subject to a fee waiver requirement. For information on fee waivers and other details, contact your school administrator.

SECURITY – BUILDING

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

SEM - SCHOOL WIDE ENRICHMENT MODEL

Services for students needing academic enrichment are available through the School wide Enrichment Model (S.E.M.). Individual, group, and whole school opportunities are made available. Students are placed in pull out groups based on recommendation of their teachers and the student's grades, based on the following criteria:

- Above average ability
- Task commitment
- Creativity
- Leadership

SEVERE WEATHER

In the event of severe inclement weather, there will be a sign posted on the front doors telling students to come inside. Students will be allowed to wait in the activity room or main hallway before school if the weather is extreme.

SICK CHILDREN/ROOM

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



SNOWBALLS

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

SPECIAL SERVICES

Special help and services are available for speech, hearing, academic resource needs, counseling and school nursing services. If you feel your child needs any of these services, please contact your child's teacher or school administration.

CHILD FIND NOTICE

Davis School District is responsible for Child Find identification and evaluation for all students suspected of having a disability residing in Davis County. This includes children (birth through 21 years of age) who are in public schools, private schools, are being home schooled, are preschool age (birth to five years) and are in need of an evaluation for possible special education or early intervention services. Early identification and intervention may be essential to your child's development.

If your child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical development or learning difficulty, he/she may be a child with a disability that requires specialized instruction through special education. If you suspect that your school age child may have a disability, please contact your neighborhood school principal or special education department at 801-402-5169.

If your child's age is birth to three years or three to five years, contact the Davis Early Learning Center at 801-402-5409.

STRATEGIC PLAN

<https://www.davis.k12.ut.us/district/strategic-plan-for-excellence-in-education>



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TECHNOLOGY/INTERNET ACCESS/COMPUTERS

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

TILE I

As a parent of a child in a Title 1 school you have the right to request and receive information on the qualifications of your children's classroom teacher and teacher assistants who may work with your student. You may request information on:

- Whether your child's teacher meets Utah qualifying and licensing requirements for the grade level and subject areas in which the teacher is teaching;
- Whether your child's teacher is teaching under emergency or other provisional status through which Utah qualification or licensing requirements have been waived;
- The bachelor's degree major of your child's teacher and any other graduate certification or degree held by the teacher, including the area of the certification or degree; and
- Whether your child is provided services from a teaching assistant and if so their qualifications.

In order to request this information, please contact Jeri Thomas 801-402-1250.

TOYS

Students are discouraged from bringing toys, iPods, electronic games, cards, cell phones, candy, gum, etc. to school as they may cause disruptions to the school day. Teachers may confiscate any nuisance items and will return it to the ***parent***.

TREATS

We are encouraging the use of non-food treats for rewards and/or classroom treats. This is especially important considering the increasing number of students with food allergies or special dietary needs. If food is brought into the classroom, it is required that you bring commercially prepared food items. Peanut products are strongly discouraged due to student allergies. Please check with the classroom teacher regarding students who may have special dietary needs or allergies before bringing food items into the classroom. Sharing a fun book or activity with the class would be a great way to spotlight your child on their special day.

WALKING SCHOOL

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

VISITORS

We love our children and want to keep them safe! **ALL ADULTS** entering the building must check in at the office, show ID, and wear a visitor badge. We love volunteers and look forward to having you in our building.

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