

Hannah Holbrook Elementary



1018 E. 250 N.

Bountiful, UT 84010

<https://holbrook.davis.k12.ut.us/>

Main Office 801-402-1450

Fax 801-402-1451

Office Hours 8:30am -3:30pm

Attendance Reporting 801-402-1456

Attendance Secretary 801-402-1455

Cafeteria Manager 801-402-1654

Loren Clark- Principal

Mackenzie Loo- Assistant Principal

We welcome you to Hannah Holbrook Elementary. Our school was built in 1959 and was named after the first school teacher in Davis County. The purpose of this handbook to explain school and district policies and procedures. It is not possible to make it all inclusive, but we hope it will be helpful to you and your child. We expect your experience at Holbrook will be a positive and great one. Please feel free to contact school administration if you have questions, concerns, or ideas to share.



PHILOSOPHY/MISSION STATEMENT

The faculty, staff, and parents of the Hannah Holbrook Elementary community are committed to the education, nurturing, and growth of our students. We will instill in our students the importance of learning and applying peaceful, cooperative life skills and responsible citizenship. We provide opportunities to recognize, promote, and encourage each child's potential in a safe, sensitive, and nurturing environment. We enthusiastically support and adopt the Davis School District mission statement: "Learning First!"

SCHOOL POLICIES AND PROCEDURES

In order to keep your child/children safe, as well as comply with district, state, and federal laws, we must adhere to certain policies and procedures. Please help us keep our school a safe and orderly learning environment by supporting these policies and procedures. If you have concerns or questions on interpretation, please call the school at 801-402-1450, or reach us on our web page, located at: www.davis.k12.ut.us/134. Students who attend Holbrook Elementary are expected to follow all of the policies set by Davis School District.

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 Hannah Holbrook Elementary will provide reasonable and appropriate accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator at (801-402-1450), or their principal or supervisor. Or you may contact the District ADA/504 Coordinator (801-402-5169), TDD hearing impaired (801-402-5358).

APPROPRIATE BEHAVIOR

We teach that appropriate behavior and respect are important, rewarding, and reciprocated. Swearing, disrespectful comments or gestures, bullying, racial slurs, etc. will not be tolerated.

ATTENDANCE/ TARDIES

Regular daily attendance is necessary for students to progress academically. Except for emergencies and sickness, state law requires students to be in school every day. Sickness policies and procedures are being updated frequently due to COVID-19. please visit the district webpage for these updates: <https://www.davis.k12.ut.us/departments/risk-management/covid19/school-reopening/stay-home-when-sick>. Federal and State legislation requires elementary school children be in attendance a minimum of 93% of the time. This means students should not miss more than 13 days in the school year. Parents and schools are accountable for regular school attendance under this mandate. When it is necessary for your child to be absent, please notify the school by 9:00am. You may call the school's attendance hotline at 801-402-1456. If your child is absent three days or more, please send a doctor's note with your child upon return to school. If your child is tardy please check him/her in at the office. When a child has been absent or tardy 5 or more times, the school will follow the district truancy program unless the parent has previously spoken and made arrangements with school administration. Punctuality is critical for your child and for others in the classroom. Students who arrive late or check out early miss important instruction and disrupt learning of fellow classmates. Excessive absences/tardies will be reported to the district and/or law enforcement.

COMPULSORY EDUCATION REQUIREMENTS

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

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 feels it is appropriate to suspend a student for longer than ten school days or if there has been a violation to Davis School District's Safe School Policy, the school administrator shall make a referral to the District's Case Management Team.

BELL SCHEDULE

For the updated bell schedule please visit the school webpage.

Because students are not supervised before school begins, they are not to arrive at school earlier than 8:35 am (8:25 am for students who eat school breakfast). Students are expected to remain outside the building before school begins, unless they are eating breakfast at school, or unless the weather is very wet or extremely cold (usually below 20 degrees). During extreme inclement weather, students will be invited to come into their classrooms where they may calmly visit until the first bell rings.

DISMISSAL OF SCHOOL

DISMISSAL TIMES – Monday thru Thursday	
3:20	K, 1, 3 (+ siblings from other classes)
3:25	2, 4, 5, 6 (all remaining students)

BICYCLES

Bicycles and scooters are allowed, but **CHILDREN MAY NOT RIDE BICYCLES, SCOOTERS, ROLLER BLADES, SKATEBOARDS, OR SKATE SHOES ON SCHOOL GROUNDS.** If your children ride a bike to school, please help them to know the safety rules, including proper use of helmets.

Because bikes cause safety issues when students are on sidewalks or the playground, we ask that they be walked, not ridden, when students reach school property.

Bicycles should remain locked at the bike racks during the day.

Scooters should be placed in the white PVC scooter racks inside the school. We encourage scooters to be locked as well. Items left

at school may be vandalized, lost, or stolen. We cannot be

responsible for the security of personal items brought to school.

Other riding equipment, such as skateboards, roller blades, and skate shoes, should be left at home.



BOOK/EQUIPMENT SUPPLY REPLACEMENT

If a student loses or damages a library book, textbook, assigned supplies, recess or P.E. equipment, they will be assessed the replacement costs.

BUILDING SAFETY

WE WANT EVERYONE TO FEEL WELCOME AND SAFE!

For the safety of our students, employees, and parents, all doors to our school will be locked at all times.

Parent responsibilities include the following:

1. Students should not arrive at school prior to 8:35 a.m. as there is no supervision for them and very limited supervision from 8:35-8:45 a.m.
2. When students arrive to school after the tardy bell has rung, they must check in at the office.
3. Students are to go directly home after school. Kindergarten students should leave or be picked up immediately after their session has concluded (A.M. students: 11:30 a.m. M-Th, P.M. students 3:25 p.m. M-Th). The designated area for kindergarten pickup is the main front door. If you are checking a student out early, please come to the front office and we will call your student to the office to check out.
4. Please don't interrupt classroom instruction. If you need to speak with a teacher, please call the office and we will be happy to have the teacher contact you at the earliest convenience.
5. Visitors and volunteers will be required to have a temperature check, complete a symptom checklist and wear a mask upon entry into a school building.
6. Please do not leave your car parked in the red zone or over the crosswalk. Two close 15 minute visitor parking stalls are available.

BUS ZONE

It is against the law to pass a loading/unloading school bus. Therefore, no travel is permitted in the bus area, when buses are present and loading/unloading students. The bus zone must be kept clear when busses are present.

CHECKING IN LATE/CHECKING OUT EARLY PROCEDURE

Students who arrive late must check in at the office before going to class. Please send a note with the reason for student's tardiness.

Students who are leaving the school early during the day must be signed-out in the office only by a parent/guardian or adult emergency contact person as listed on the registration card. Your child will be called to the office via the intercom. For the safety of students, the staff cannot check students out of school upon receiving a phone call from a parent. You will need to come to the office to have students released. Please avoid unnecessarily checking students out early.



THE PLEDGE OF ALLEGIANCE

NOTIFICATION: Administrative Code R277-475

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.



It is acceptable for an individual to choose not to participate in the Pledge for religious or other reasons. Students should show respect for individuals who participate and individuals who choose not to participate. Parents who wish to excuse their student from reciting the Pledge of Allegiance are required to submit this request to the school office annually.

NOTICE OF NON-DISCRIMINATION

Davis School District and **Holbrook Elementary School** 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) Compliance Officer

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5315

Email: sbaker@dsdmail.net

Midori Clough, Section 504 Coordinator, Educational Equity Department

Disability Compliance Officer

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5180

Email: mclough@dsdmail.net

Caray Long, Educational Equity Department

Compliance Officer

Race, Color, National Origin, or Religion in other than Athletic Programs

Davis School District

70 East 100 North, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5357
Email: clong@dsdmail.net

Bianca Mittendorf, Title IX Coordinator, Educational Equity Department

Title IX Coordinator

Gender in other than Athletic Programs

Davis School District
70 East 100 North, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5447
Email: bmittendorf@dsdmail.net

Tim Best, Healthy Lifestyle Coordinator

Title IX Compliance Officer

Discrimination in Athletic Programs

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

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Officer

Davis School District
20 North Main Street. P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5307
Email: szigich@dsdmail.net

CLASSROOM VISITATIONS

Please make arrangements with the teacher ahead of time. Visitors and volunteers will be required to have a temperature check, complete a symptom checklist and wear a mask upon entry into a school building. To minimize interruptions to our learning environment, students from other schools are asked not to be in the building or on the playground during the school day.

COMMUNICATION FROM SCHOOL

Communication between home and school is critical to student success. You can expect communication in any of the following forms: classroom newsletters, phone calls, marquee messages, occasional paper notes, email messages, PTA Facebook page, and information on our web site which includes our school calendar and a link to our PTA web page, see <https://holbrook.davis.k12.ut.us/> . We are trying to minimize multiple notes for every event and many times we will only send notes home with the oldest child (student) from each family. We will try to keep commercial solicitations to a minimum and usually only send home official civic flyers and those which have been approved through school district personnel. Please check the "Community News" area by the front doors for area events and programs. If you have an individual concern about your child, we encourage you to visit with the classroom teacher about it.

DISRUPTION OF SCHOOL OPERATIONS

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

DRESS CODE

The Davis County School District recognizes that dress and grooming affect the behavior of students. Hannah Holbrook Elementary dress and grooming standards identifies the importance of coming to school dressed appropriately for learning. All students are expected to comply with the dress and grooming standards. Non-compliance will result in disciplinary action. Hannah Holbrook has adopted the following expectations for dress and grooming policies:

- Students should wear their clothing and hair in a clean and well-groomed manner.
- Extreme hair, clothing, make up, piercings, or accessories are not allowed as determined by the administration.
- All pants must fit at the waistline.
- All shorts and skirts must be no shorter than three inches above the knee cap.
- No skin should be showing through shorts, pants, or skirts three inches above the knee or higher.
- Shirts shall cover the student's entire upper torso. All shirts must have a strap of at least 3 adult fingers. Bare midriffs, sheer fabrics and bare backs or shoulders are not allowed.
- Under clothing must be covered at all times.
- Clothing which displays obscene, sexually explicit, violent (i.e. weapons), or illegal substances are not allowed.
- Wearing of gang apparel as defined by District, police, or school policy is prohibited.
- Exaggerated cosmetics, body paint, and body writing are unacceptable.
- Hats and bandanas will not be worn in the building.
- Sunglasses and gloves may not be worn in the building.

☐ Shoes must be worn at all times. Slippers are prohibited. *The school encourages students to wear closed toe shoes due to the frequency of injuries to the ankle and toe while playing/participating in school activities.*

☐ No costumes, unless specifically authorized.

Covid-19 update on dress code:

- Mandatory mask-wearing is a consequence of the current health crises. According to the CDC, masks are considered the most effective tool to prevent the spread of COVID 19.
- As of now, masks are required for students and staff, along with any volunteers. Gentle reminders will be given throughout the day to keep masks on.
- If the Governor lifts the mandatory mask requirement in schools, we will make the appropriate changes to our practice.

The principal will make final decisions. Children who come dressed inappropriately will be given the choice between wearing appropriate clothing issued by the school (if available) or calling home to arrange for appropriate attire.

DRUG FREE/SAFE SCHOOLS

All schools are Drug-free zones. No tobacco, alcoholic beverages, or controlled substances are allowed on school property. This includes use in vehicles. All students are instructed on the Davis School District's Safe School policies. These policies are also included in this handbook.

DRUGS/CONTROLLED SUBSTANCES

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

DUE PROCESS

When a student is suspected of violating Holbrook Elementary or Davis School District policy, the school administrator will meet with the student to discuss the allegations and provide the student an opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline, the school administrator will 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.

EMERGENCY DRILLS

We hold regular drills to teach students to respond appropriately in the event of an emergency. Fire drills are held several times during the school year. An earthquake drill is held in the fall and/or spring. A practice school-wide emergency evacuation will be held in the fall. Evacuation plans are posted in each room showing exit locations. Each class has a designated area outside, a safe distance from the school, which is to be their meeting place. Every class has an emergency pack with basic first aid and other supplies which might be needed.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student Education Records

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

These rights are:

- 1) Parents have the right to inspect and review all of their student's education records

maintained by the school within 45 days of a request for access.

2) Parents have the right to request that a school correct records believed to be inaccurate or 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 of eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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

A school official is a person employed by Davis School 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 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

HARASSMENT/HAZING

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

LIBRARY/MEDIA CENTER

Use of the library is a privilege. Students using it must exhibit proper behavior and care for books and equipment or may forfeit the opportunity. Students are to follow the guidelines set up by the Library Media Specialist. Lost books must be paid for or replaced. LOST AND FOUND Please mark your child's coat, jacket, lunch box, backpack, etc. clearly so we can return lost items. Lost and found items that cannot be identified will be located in boxes near the activity room or on coat racks near the lunchroom. We donate unclaimed items to charity every few months.

LUNCHROOM

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

MEDICATIONS

Davis School District recognizes that parents or guardians and children (in the case of older students) have the primary responsibility for administering medication. However, from time to time a student may request assistance with medication during school hours due to a medical condition. School personnel may provide help with administration of prescription medication to students during school if a parent requests and proper district procedures are followed. Please contact the school principal or secretary, who will provide you with needed assistance should this help be required for your child. District policy does not prohibit a student from carrying his/her own over-the-counter or other approved medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one inhaler or one day's dosage of over-the-counter medication on their person, so long as the medication is in the original container or package. Any misuse of such medication by the student may be subject to disciplinary action under the District's Safe and Orderly Schools policy. If you have any further questions or concerns, please contact your school principal.

OUTDOOR PLAY

The school day includes time for children to have some fresh air, free time, and practice social skills in an unstructured setting. Students are expected to remain outside the school building before school and during recess unless the weather is inclement or if they are injured. It is the parent's responsibility to see that students are dressed appropriately for weather conditions. If your child can't go outside for recess, please provide a written note to the teacher stating the reason for being excused from recess. Excuses should be limited to two (2) days, unless a Doctor's note is provided stating the reason for being excused from recess for an extended period and the dates for the excuse. For the safety of all students, outdoor play is limited to Non-Contact Activities.

PERSONAL ITEMS

Toys, radios, electronic games, stereos, CD players, laser pointers, game boys, MP3 players, walkietalkies, mischievous paraphernalia (such as: squirt guns, water balloons, etc.), should not come to school. These items, and anything like them, disrupt the real purpose of school. Teachers will turn such items into the office. Exceptions to this rule are when the item is for show and tell and are approved by the teacher or as approved by the principal. Personal items are not covered by our insurance. The school is not responsible if items are brought and become lost, damaged, or stolen. Pets are not to be brought to school. See the electronic devices policy located on our school's web page.

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

In compliance with existing federal and state law regarding religion and religious expression in public school, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the school's official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Holbrook 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.

SCHOOL COMMUNITY COUNCIL MEETINGS

School Community Council Meetings are announced on the school web page and school calendar. Meetings are held in the school conference room or library. Parent membership to the committee is by parent vote. Please see the school website or contact a Community Council Member for additional information and meeting minutes.

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 or desks. School lockers and desks are the sole property of the Davis School District and Holbrook Elementary. Periodic general inspections of lockers and desks, 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.

Holbrook Elementary School-wide Behavior Management Plan*

Examples

- Cheating
- Disruptive classroom behaviors
- Inappropriate language
- Inappropriate use of equipment
- Pushing, hitting, kicking
- Play fighting
- Throwing objects
- Running in the hall
- Refusal to work
- Being in the wrong place
- Lying

Examples

- Destroying property
- Disrespecting/disobeying adult
- Obscene gestures
- Offensive language
- Provoking violence
- Biting
- Stealing
- Intimidation

Habitual level 1 behavior

Examples

- Racial Slurs
- Bullying/Harassment
- Fighting/physical assault
- Gang activity
- Hazing
- Pornography
- Illegal substances
- Sexual harassment/assault
- Vandalism
- Weapons

Level 1

Classroom behavior management system

Local Case Management Team support as needed.

Level 2

Referral to the office

1st Offense

1. Meet with administrator
2. Possible Parent Contact
3. Appropriate consequence

2nd Offense

1. Meet with administrator
2. Parent Contact
3. Run With the Herd note
4. Appropriate consequence

3rd Offense

1. Meet with administrator
2. Meeting with parents
3. Behavior contract (if not in place)
4. Appropriate consequences, including in-school suspension

4th Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including out-of-school suspension

Level 3

Immediate referral to the office

1st Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including in-school suspension

2nd Offense

1. Parent meeting
2. Appropriate consequences, including out-of-school suspension

3rd Offense

1. Meet with administrator
2. Referral to District Case Management or law enforcement
3. Possible change of placement

*Individual circumstances may warrant an individual response.



