



**2020 - 2021**

# WEST CLINTON ELEMENTARY

School Address: 2826 West 1800 North, Clinton, UT 84015

School Phone: 801-402-2700

School Fax: 801-402-2701

Office Hours: Monday – Friday • 8:30 A.M. – 4:30 P.M.

Website: <http://www.davis.k12.ut.us/186>

Facebook Page: <https://www.facebook.com/west.clinton.elem?ref=hl>

Email: Staff emails are available on the school website. For general inquiries, you can email the principal at [rvannatter@dmail.net](mailto:rvannatter@dmail.net)

## West Clinton Elementary School Mission

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### *Learning First*

The mission of West Clinton Elementary follows that of Davis School District.

West Clinton Elementary supports the DSD mission of Learning First. We do this by striving to educate, empower, and enable students to become caring, contributing citizens who can succeed in an ever-changing world. We are committed to focusing on high expectations and individual academic success and to creating a community of respect and responsibility.

## West Clinton Elementary School Vision

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Students master essential learning skills, demonstrate civic responsibility, prepare for post-secondary education and careers, and engage in positive personal development. Parents are invested in their student's education. Employees recognize the value of their individual contributions and commit to excellence. The community supports the educational process.

## West Clinton Elementary School Purpose

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The purpose of West Clinton Elementary is to promote the mission of learning first for all. To accomplish our purpose, we proactively implement quality instruction and programs to help all students achieve proficiency at an early age. We ensure a safe, nurturing environment and consistently involve families for students to be successful citizens.

# BELL SCHEDULE

<b>School Hours</b>		
Breakfast in Cafeteria		8:15 – 8:45
First Bell		8:45
Monday – Thursday		8:50 – 3:25
Friday		8:50 – 1:25
<b>A.M. Recess</b>		
Kindergarten		9:50 – 10:00
3rd Grade		10:00 – 10:15
2nd Grade		10:10 – 10:25
4th Grade		10:20 – 10:35
1st Grade		10:30 – 10:45
5th Grade		10:40 – 10:55
<b>Lunch Rotations</b>		
4th Grade		11:30 – 12:00
2nd Grade		11:45 – 12:15
5th Grade		12:00 – 12:30
1st Grade		12:15 – 12:45
3rd Grade		12:30 – 1:00
6th Grade		12:45 – 1:15
<b>P.M. Recess</b>		
Kindergarten		1:30 – 1:40
4th Grade		1:40 – 1:55
2nd Grade		1:50 – 2:05
5th Grade		2:00 – 2:15
6th Grade		2:10 – 2:25
3rd Grade		2:20 – 2:35
1st Grade		2:30 – 2:45
<b>Kindergarten Schedule</b>		
Monday – Thursday	A.M.	8:50 – 11:30
	P.M.	12:45 – 3:25
Friday	A.M.	8:50 – 10:50
	P.M.	11:25 – 1:25

# FACULTY & STAFF

## Teachers

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Kindergarten	Desiree Laufiso Kelsey Wild	Fifth Grade	Heidi Bachman *Marlys Bauder Colleen Bullard Brett Cardon Heather Richards *5 <sup>th</sup> /6 <sup>th</sup> split
First Grade	Sarah Cutler Amanda Ewing Kristine Hatch Molly Leavitt	Sixth Grade	Nena Hill Amy McNeely Madison Phelps
Second Grade	MaryAnn Guy Nelma Hansen Kati Carver Lynda Olpin	Special Education	Michele Allen Lynne Allen Anna Gudgell Kim Rich
Third Grade	Devré Carter Susan Carter Mandy Mathie Tera Mecham	ELA Coordinator Media Specialist	Michelle Pendergast LaDawn Hamblin
Fourth Grade	Kammy Hanson Candace Hartmann Mitzi Schoneman Ashlee Wheeler	Art Computer Physical Education	Brooke Jensen Marcie Joos Sara Laughlin

## Office and Support Staff

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Principal	Ryan Van Natter	School Psychologist	Penny Phillips
Assistant Principal	Christine Nesheiwat	Speech Pathologist	Kelly Burnett
Secretary	Lisa Leavitt	SEM	Sherrie Brown
Office Assistant	Marilyn Ostler	School Tech Specialist	Tara Turner
Head Custodian	Ernie King	Recess Supervisor	Gail Huddleston
General Custodian	Mark Neville	Recess Supervisor	Monica Livingston
Kitchen Manager	Joyce Bullard	Recess Supervisor	Lynn Kingsbury
Counselor	Susan Gorringe	COVID Specialist	Nicki Bingham
Nurse	Irene Scott		

# PTA BOARD

## Executive Board

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President	Stephanie Nelson	stephanie.nelson@lowryinc.com
President Elect	TBD	
Vice President	Stephanie Larsen	larsenfam06@gmail.com
Secretary	Charlee Eschler	charlee.eschler@gmail.com
Treasurer	Marcie Joos	marciejoos@gmail.com
Administrative Vice President	Ryan Van Natter	rvannatter@dsdmail.net

*Join PTA by contacting any member of the board.*

## What does PTA do?

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- Raises Money to Donate for Field Trips
- Special Event Days
- Back-to-School Carnival
- Snack Shack
- Box Tops
- Reflections
- Yearbook
- Social Media Notifications
- Book Fairs
- Ribbon Week
- Staff Appreciation
- Organize Volunteers
- Parents and Pastries
- Lunch with a Loved One
- Weekly Spirit Day Prizes
- Train and Assist Classroom Volunteers
- School Shirts
- Field Day
- Friendship Week
- Family Activity Nights
- Movie in the Park Booth
- Assemblies
- Gifts for Volunteers and Heroes
- Santa's Shop
- Volunteers for Hearing Screenings
- Treats and Volunteers at Maturation
- Dr. Seuss Day Activities
- Coordinates with Student Council
- School Service Projects

Basically, our PTA makes West Clinton a better place by doing things that *enrich our school* for students, parents, and staff. Please consider becoming a part of our great PTA. There are so many ways that you can get involved as much or as little as you can.

# SCHOOL POLICIES & PROCEDURES

## Animals at School

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Utah State Health Codes and Davis District policy prohibit animals of any kind in classrooms or on school grounds. This includes “Show and Tell” and having animals as “pets” in the classroom.

## Attendance

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Regular and consistent attendance is essential for student growth and achievement. It is the responsibility of parents to ensure that their children are in attendance and punctual each school day. Attendance is also an important part of the Elementary and Secondary Education Act (ESEA), and we are legally obligated to monitor and report attendance. We are also legally obligated to report persistent absence or tardiness to DCFS.

### *Arrival at School*

- With the exception of students eating school breakfast, the building opens for students to enter at 8:45 AM. Supervision is not available before that time. Students should dress appropriately for weather conditions.

### *Absence*

- When a student shows a pattern of absence, parents of the student will receive notification from teachers and administrators that further absence will result in referral to Davis District Case Management, and ultimately to the courts. This notification includes phone calls and automated letters. We are obligated to make these contacts.
- “Cleared” does not mean “excused,” although the two terms are often used interchangeably.
  - *Unexcused Absence*: a student was absent for a reason unknown and unreported.
  - *Cleared Absence*: an absence that a parent has reported to the school for a known reason.

### *Late Arrival*

- Students who arrive after 8:50 are considered tardy and will be marked late.
- Late students must check in at the office so that they are counted as attending school.

### *Early Check-Out*

- Parents may not check a student out by going directly to the classroom. Teachers are not permitted to release a student to anyone without following procedure.
- Students may be checked out early by a guardian or another individual listed on the student information card. The person should bring photo ID to show to office staff.
- Checking students out early disrupts the student’s learning and interrupts the flow of instruction in the classroom. Please avoid checking students out early whenever possible.
- A pattern of early check-outs will be treated the same as a pattern of late arrivals.

### *Make-Up Work*

Teachers are not merely distributors of “work” that can be made up when a student is absent. Class time includes important instruction from the teacher with group and individual practice guided by the teacher. Such instruction and activity cannot be recreated for absent students.

Teachers may provide practice and ideas for parents to use with their students in the case of absence. Parents should recognize that no such “make-up work” will have the same effect on student learning as time spent in the classroom with the teacher.

### *School Departure*

Students must be picked-up or walk home promptly at the end of school and may not stay on school grounds, unless they are under the supervision of a teacher or a parent.

## Behavior & Discipline

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At West Clinton, we recognize the following principles:

- Every person deserves to be respected
- Every person deserves to be safe, to feel safe, and to be free from danger
- Students attend school to learn, and learning is enhanced in a physically and emotionally safe environment
- Learning is enhanced in an organized environment and the establishment of academic and behavioral expectations is essential for this environment
- There is an intrinsic relationship between academics and behavior

These principles guide our classes and school when handling disciplinary and behavioral concerns.

Our school rules are called the Clipper 5

1. Be in the right place at the right time.
2. Keep hands, feet, and objects to self.
3. Follow directions the first time.
4. Treat others with kindness.
5. Show respect for school and personal property.

Teachers may also have class rules, which are posted in the classrooms.

### *Prevention*

Our goal is that each student learn self-discipline, good citizenship, and social skills. Regular lessons from teachers, the school counselor, and administrators emphasize these principles. Teachers and staff are trained annually on school and district policies and procedures for student conduct. A review and evaluation of our policies, practices, and student behavior data is conducted annually with the school staff committee.

Students receive the Safe and Orderly Schools training, which outlines the policies regarding bullying and hazing; the use and abuse of alcohol, tobacco, drug paraphernalia and real or imitation controlled substances; and gang prevention.

In addition, students are trained on the school-wide positive behavior supports: Clipper Cards and Class Coins. Clipper Cards are awarded to individual students for noticeable positive behavior. Class Coins are awarded to whole classes demonstrating appropriate behavior in halls and prep-time classes.

### *Response*

When behavior interferes with learning and warrants action, staff members take appropriate steps to determine the appropriate action to take. In class or other places, sometimes reminders or small interventions are sufficient. When interventions are inadequate to address behavior that is persistent or egregious, or if the report of misconduct is directly to administration, then teachers and administrators conduct an investigation and follow due process in determining the appropriate course of action.

Investigations involve: interviewing participant students, witnesses, and staff; writing statements, if students are capable of making written statements; reviewing relevant security footage, if available; determining a reasonable account of incidents; determining reasonable disciplinary action; and conferencing with parents.

### *Interventions and disciplinary actions include, but are not limited to:*

- Restoration, including apologies, community services, etc.
- Social skills training
- Schedule/class adjustments
- Parent/student conferences
- Behavioral contracts
- In-school suspension
- Detention during or after school
- Resource team involvement and assistance
- Appropriate evaluation
- Home study
- Alternate programs
- Youth court
- Law enforcement assistance as appropriate
- Parent attendance with student

As part of a remedial discipline plan for a student, a school may require the student's parent/guardian, with the consent of the student's teachers, to attend class with the student for a period of time specified by a designated school official. If the parent or guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the provisions of school and District discipline policies.

## Bikes

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Students may ride bikes to and from school . The following are policies regarding bikes and other similar items (i.e. scooters).

- It is recommended that students wear a helmet.
- The school is not responsible for equipment that is stolen or damaged. Bikes should be secured to the bike racks using a lock.
- Students must walk their bikes on school sidewalks and crosswalks.
- Skateboards, roller blades, roller skates, etc. are not allowed on school property.



## Bullying & Hazing

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It is the policy of the Davis County School District and West Clinton 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 Students Services Case Management Team (CMT), 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.

West Clinton Elementary recognizes and upholds Davis District policy ([5S-100](#)) and Utah state law ([53A-11a-101](#)) governing bullying and hazing. These sources provide specific definitions for terms and governance. Relevant terms have been reproduce here verbatim.

### *Definition of Bullying*

“Bullying’ means intentionally or knowingly committing an act that: 1) endangers the physical health or safety of a school employee or student; 2) involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; 3) involves consumption of any food, liquor, drug, or other substance; 4) involves other physical activity that endangers the physical health and safety of a school employee or student; or 5) involves physically obstructing a school employee’s or student’s freedom to move, and is done for the purpose of placing a school employee or student in fear of physical harm to the school employee or student; or harm to property of the school employee or student The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.”

### *Definition of Hazing*

“Hazing’ means intentionally or knowingly committing an act that: 1) endangers the physical health or safety of a school employee or student; 2) involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; 3) involves consumption of any food, liquor, drug, or other substance; 4) involves other physical activity that endangers the physical health and safety of a school employee or student; or 5) involves physically obstructing a school employee's or student's freedom to move; and A) is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or B) if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.”

### *Definition of Cyber-Bullying*

“Cyber-bullying, means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.”

### *Definition of Harassment*

“Harassment’ means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.”

### *Definition of Retaliate*

“Retaliate’ means an act or communication intended 1) as retribution against a person for reporting bullying or hazing; or 2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.”

### *Prohibitions*

- No school employee or student may engage in bullying or harassing a school employee or student: 1) on school property; 2) at a school related or sponsored event; 3) on a school bus; 4) at a school bus stop; or 5) while the school employee or student is traveling to or from a location or event
- No school employee or student may engage in hazing or cyber-bullying a school employee or student at any time or in any location.
- No school employee or student may engage in retaliation against: 1) a school employee; 2) a student; or 3) an investigator for, or a witness of, an alleged incident of bullying, cyber-bullying, harassment, hazing, or retaliation.
- No school employee or student may make a false allegation of bullying, cyber-bullying, harassment, hazing, or retaliation against a school employee or student.

### *Notification*

- The school is obligated to notify parents of: 1) a student's threat to commit suicide; and 2) an incident of bullying, cyber-bullying, harassment, hazing, or retaliation involving the parent's student.
- As per the Family Educational Rights and Privacy Act (FERPA), information regarding students, including disciplinary action taken, is restricted to school personnel and the students' legal guardians.

### *Prevention*

- School faculty and staff: 1) teach, remind, and rehearse appropriate behavior, including proper reporting; 2) take appropriate disciplinary action with consideration to the totality of the circumstances and the individual; 3) maintain up-to-date records of incidents and action taken; 4) communicate with parents regarding behavior issues; 5) provide supervision during school hours; 6) regularly assess times and locations when and where issues arise
- The school counselor: 1) teaches regular classroom lessons to build social skills; 2) meets with students individually and in small groups; 3) assists teachers and other staff in the development of bullying and harassment prevention
- Parents can help by: 1) setting an example of positive social interactions; 2) report incidents to the teacher first, then administration, as early as possible; 3) explain and practice with students how to deal with confrontational situations and difficult people; 4) encourage prompt and accurate reporting over retaliation

## Child Abuse & Neglect

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- School employees must notify DCFS of any report from a student or any suspected abuse or neglect. It is a felony for school officials to fail to report any suspected child abuse to the proper authorities.

## Child Find Notice

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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 or are kindergarten eligible, but not enrolled. Early identification and intervention is essential to help ensure school success.

If a child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, he/she may be a child with a disability. If there is child attending your school/program whom you suspect may have a disability please contact one of the following so we can initiate the process for referral and assessment.

Children Birth to Preschool	801-402-5413
School age, K-12	Principal at local school or Special Education Department 801-402-5169
Post High – 21 years	Vista Education Campus 801-402-5975

## Communication Home

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- Parents can expect regular communication from their students' teachers. Most of this communication will occur electronically via email.
- The school communicates with parents in multiple methods.
  - Email
  - Phone
  - Marquee
  - Mail
  - Student folders
- Please help facilitate communication by keeping your email and phone numbers up to date.

## COMPULSORY EDUCATION REQUIREMENT

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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.

## NOTICE OF NON-DISCRIMINATION

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Davis School District and West Clinton 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) Compliance Officer  
Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025

Tel: (801) 402-5315  
Email: [sbaker@dsdmail.net](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:szigich@dsdmail.net)

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## **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 West Clinton Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Jason Poland (801-402-203), 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.

## Dress and Appearance

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Davis District Board of Education “recognizes that dress and grooming affect the behavior of students, that there are sanitation and safety factors directly related to proper dress and grooming, and that school administrators, teachers, and parents need clear dress and grooming guidelines so that rules of dress and discipline can be enforced consistently.” All students shall be expected to comply with the dress and grooming standards. No inappropriate form or manner of dress shall be allowed. Examples listed below include, but are not limited to:

1. Shorts are allowed, but biking, or short shorts are not. Length for shorts and dresses must be to the middle of the thigh, regardless of leggings or tights. Leggings cannot be transparent or show underwear.
2. Pajamas are not allowed.
3. Shirts shall cover the student’s entire upper torso. All shirts, tops and dresses are required to have sleeves. Bare midriffs, sheer fabrics, visible cleavage, and bare backs are not allowed. No tank tops, cold shoulder tops, spaghetti straps, stand-alone vests, etc.)
4. No headgear will be worn in the building (e.g. hats, bandanas, scarves, or similar items).
5. No clothing shall be worn which displays obscene or suggestive words or pictures, i.e. illegal substances, weapons. No clothing shall be worn which is so extreme or odd that it may disrupt school functions.
6. Wearing of gang apparel as defined by District, police, or school policy is prohibited.
7. Students should wear their hair in a clean and well-groomed manner. Extreme hairstyles are prohibited.
8. Extreme body piercings, of excessive size or number, will not be permitted. The only piercings that will be allowed will be in the ears.
9. Hairstyles, clothing, makeup or accessories, which can be considered as odd or extreme, or which bring undue attention to the student, are not permitted.
10. Students must wear shoes at all times. Slippers are prohibited.
11. No skin should be visible through holes, rips, tears, or frayed fabric above the mid-thigh area.

Note: The administration reserves the right to determine appropriate dress. This list is not all inclusive.

### *Dress for the Weather*

Parents, please ensure that your student comes to school dressed for the weather conditions. This includes appropriate footwear.

## Electronic Devices

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

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

- Use of electronic devices during the school day, including recess and lunch-time, is prohibited. They must be completely powered down, turned off and kept in their back pack during school hours.
- The term “electronic device” includes cell phones, tablets, MP3 players, “Gizmos” or similar limited-call/text devices, gaming systems, etc.
- Students may use electronic devices before 8:45 a.m. and after the final bell of the school day outside of the school buildings, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.
- The most common excuse students use when using a device during an unauthorized time is that they were communicating with a parent. That is not a valid excuse. Parents can help by reminding students that the office and classrooms have phones for emergencies. Cell phones, as with any electronic device should not even be turned on during the school day.
- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation *as defined by school staff* exists.

### *Prohibitions*

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used in any way that would cause invasions of reasonable expectations of student and employee privacy. Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

### *Acceptable Use Agreement*

- Students and staff must sign the Acceptable Use Agreement form to have access to the technology in the building. The Acceptable Use Agreement form is on file in the office.
- Computers are available for student use in the Media Center, 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.

### *Confiscation*

Violation of this policy will result in the confiscation of the electronic device. When an employee confiscates an electronic device under this policy, he or 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 guardian and the policy will be explained to the student and parent. Any offense after the first will result in further confiscation and disciplinary action.

### *Security of Devices*

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made

with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for misuse or policy violation.

### *Reporting*

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

### *Exceptions*

Administrators may make exception to the policy if:

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

## Emergency Preparedness

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- Emergency drills are held monthly.
- In the event of an evacuation, teachers are responsible to care for their student until such time as a parent or authorized individual arrives to take custody of students.

## Extracurricular Activities

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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.

## Family Educational Rights and Privacy Act (FERPA)

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### *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 West Clinton 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. West Clinton 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)

## Fees & Fines

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- Elementary school teachers may compile and provide to parents 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 student use. If a teacher chooses to do this, the list must include the following language: "Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis. Otherwise, they will be furnished by the school."
- Donations can be solicited, but not required.
- West Clinton Elementary has requested that parents of kindergarten students pay a \$20 snack donation.
- Students are responsible for books and materials issued to them. Students who lose or damage books, supplies, or other equipment will be assessed the replacement cost.

## Homework

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Davis District has established guidelines regarding homework. These guidelines are available on the Davis District website. Homework may serve one or more of the following purposes:

- Pre-learning

- Checking for understanding
- Practice
- Extension and integration

Please note the following guidelines:

- Homework time should not exceed 10 minutes per grade level of the student. For example, a second-grader should not have more than 20 minutes of homework and a fifth-grader should not have more than 50 minutes of homework.
- Homework *includes* assigned reading (e.g., if a fifth-grader is assigned 20 minutes of reading, the teacher may assign an additional 30 minutes of homework for a total of 50 minutes).
- If your student is spending more than the appropriate amount of time on homework, please discuss this with the teacher. Your student may need re-teaching or other interventions.

## Inclement Weather

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- Indoor Recess: With input from the assistant principal, support staff, teachers, school nurse, PTA, JSSC, school directors, and/or Risk Management, the principal considers indoor recess when the following conditions exist:
  - Temp is under 20 including wind chill factor
  - Wind, rain, freezing rain, snow, sleet, hail
  - Yellow burn warning (involves students with respiratory or immune deficiency)
  - Red burn warning (involves all students)

## Lunch & Breakfast

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- Student Price
  - Lunch: \$1.95 (.40 reduced)
  - Breakfast: \$1.45 (.30 reduced)
- Adult Price
  - Lunch: \$3.50
  - Breakfast: \$2.10
- Lunch time lasts 30 minutes, which allows ample time for students to pass through the line, receive lunch, eat, and still have recess time. Students are encouraged to thoroughly eat lunch before heading outside.
- Parents are notified when their student's lunch account becomes minimal. On the third day with a negative balance, students will receive a basic sack lunch. A student will *never* go without some kind of lunch.
- Breakfast is served daily from 8:20 to 8:40.

### *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.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

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

## Medication

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- Medication may be dispensed to children with proper authorization from the child's doctor and parent, and training from the school nurse.
- Students are permitted to carry a single dose of medication, but they may not give it or offer it to another student.

## Off Limits Areas

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- Children's "off limits" areas:
  - Behind counter in the main office (unless invited)
  - Faculty room
  - Work rooms
  - Library office area
  - Kitchen
  - Halls and common areas of the school prior to the first bell at 8:40 a.m. and during Friday afternoon prep time
- Children may not use copy machines or other equipment

## Pledge of Allegiance

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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.

## Recess

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- Recess is part of students' physical education, but students may lose recess privileges for recess misbehavior.

### *Recess Restrictions*

Certain activities are not permitted during recess, usually because of safety concerns. These include:

- baseball or softball when played with a hard ball
- dodge ball or any similar activity where a ball or object is intentionally thrown *at* a person instead of *to* a person
- use of a jump rope for anything other than regular jumping rope
- pretend or play fighting or wrestling—this is treated as if it is *real*
- playing tag or chasing on playground equipment
- any other activity deemed by administration as creating an unsafe or unmanageable environment

## RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

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

## Retaining Children After School

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- If, for any reason, a teacher must retain a child after school, district and state policy mandate that the teacher must communicate with the parents and the office prior to the dismissal of school.
- Teachers may not "watch" students after school as a favor to parents who can't be here on time.

## Safe & Orderly Schools

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It is the policy of the Davis School District and West Clinton 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 West Clinton 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](#). West Clinton's policy may be found at <https://westclinton.davis.k12.ut.us/school-information/policies> 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 West Clinton 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 student consent, and without a search warrant.

## Security

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- For the safety and security of all teachers and students, faculty and staff should wear their security badges during the school day.
- When visiting the school, all visitors, including parents, must first report to the main office. There they will sign in and receive a volunteer badge. Anyone in the school not wearing a badge will be asked to go check in at the office.

## Parent-Teacher Conferences

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Formal parent-teacher conferences are held twice during the school year. During conference times, student successes are celebrated, and individual goals are set. Students are invited and encouraged to attend the conference with parent and teacher. Appointments may be made online prior to the conference through the student system.

A notice will be sent home with students a few weeks before conference week. Those not choosing an online appointment will receive their time assignment after online appointment opportunities end. In addition to conference times, we encourage you to contact your child's teacher any time you may have a concern.

## Student Information Card

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- At registration, parents fill out a student information card. This card includes all the contact information for guardians and emergency contacts. Please update the information any time there is a change.

## Telephones

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- Teachers *are expected NOT to answer* their classroom phones during time with students.
- Teachers will be selective when allowing children to call home.
- Students must have a phone pass.
- The child using the phone should come without the help of a friend.

## Visitors

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- Parents must let the teacher know in advance and check into the office before going to class.
- Visitors are also required to wear a nametag, which will be provided upon check-in.
- Other visitors, such as siblings of students or visiting relatives, should not attend with West Clinton students.

## Volunteers

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- All volunteers, including field trip chaperones, must receive training on school, district, and state policies and procedures. For specific events, a formal training by the principal may be required. In other cases, informal training provided by a classroom teacher is sufficient.
- All volunteers must complete and adhere to the Davis School District Agreement for Voluntary Services form (see Appendix 1).



# Appendix 1: DSD Agreement for Voluntary Services

## DAVIS SCHOOL DISTRICT AGREEMENT FOR VOLUNTARY SERVICES

SECTION ONE (To be completed by volunteer)	
Name _____	Phone Number _____
Address _____	Email _____
School _____	
<p>1. I am aware of the description of work to be performed and agree to follow the direction of the District employee to whom I have been assigned and will conform to applicable laws, rules, and policies.</p> <p>2. I understand and agree that while performing volunteer services I must maintain strict neutrality regarding religion.</p> <p>3. I understand and agree that while performing volunteer services I may be dealing with confidential information and I will keep said information in the strictest confidence.</p> <p>4. I understand that if in connection with my volunteer assignment I am given significant unsupervised access to a student I must submit to a criminal background check as a condition of appointment.</p> <p>5. I understand that if I am injured while performing volunteer services the District's workers' compensation medical benefits shall be the exclusive remedy for all injuries.</p> <p>6. I understand that all of the work that I perform under this agreement will be non-compensable.</p> <p>7. I understand that failure to follow the direction of the District employee to whom I have been assigned or to follow applicable laws, rules, and policies may result in termination of my volunteer service.</p>	
_____	_____
Signature of Volunteer	Date
SECTION TWO (To be completed by school)	
Summary of work description:	
_____	
While this agreement is in effect the School agrees to:	
<p>1. Accept named volunteer as a governmental volunteer pursuant to Utah Code Ann. §667-20-1 et. seq.</p> <p>2. Authorize named volunteer to work as a volunteer according to the work description above.</p> <p>3. Acknowledge named volunteer has submitted to a criminal background check if conditions of the volunteer's appointment will give him/her significant unsupervised access to a student.</p>	
_____	_____
Signature of School Administrator	Date