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# Hill Field Elementary Parent and Student Handbook

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Learning First!

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2023 - 2024

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## **PURPOSE STATEMENT**

Hill Field Elementary is committed to fostering success for lifelong learners and confident problem-solvers in a safe environment. Through collaboration, students will be enabled to reach their highest potential.

## **ANIMALS**

The Health Code prohibits dogs, cats, and any other animal on school property, other than certified service animals. Animals SHOULD NOT be brought in for show and tell, especially cats and dogs. Furthermore, there should be no animals kept as classroom pets in the school.

## **ATTENDANCE**

Hill Field Elementary supports the philosophy that the instructional program is vital. More than any single “program”, increasing learning time in the classroom is the best way to increase academic achievement. For that reason, it is necessary that children attend school a maximum number of days for instruction. Utah Law requires parents to ensure the attendance of their children in school. Children are expected to be in school except for illness or cases of emergency. If a student becomes sick at school, the parents will be contacted and asked to pick up the student and take him/her home. Make-up work may be required for absences — please check with the teacher. In the event that a student displays a pattern of excessive absence or tardiness, administration will follow the Davis School District Policy and Procedures in [5S-101](#). Parents can expect the following to occur:

1. The classroom teacher will contact the parent to notify them of the concern via phone and/or letter.
2. The teacher will make a referral to the school principal.
3. Administration will send a second letter.
4. Administration will contact the parent/guardian via phone and/or letter.
5. Administration will send a third letter.
6. The principal will initiate Educational Neglect procedures with the district and social services.

We ask that parents notify the school of any absence on our **Attendance Line @ 801-402-2356**. When leaving a message, please include your child’s name, the teacher’s name, the date of the absence, and the reason for the absence. You may also clear the absence through your myDSD Guardian account.

## **BICYCLES/ SCOOTERS**

CHILDREN MAY NOT RIDE BICYCLES, ROLLER BLADES, WHEELIES, OR SKATEBOARDS ON SCHOOL GROUNDS. A student may ride a bicycle or scooter to school when:

- A parent has given permission and are locked when at school.
- All safety and courtesy rules are known and followed. Helmets should be worn at all times when riding.
- Bicycles/scooters are to be walked on school grounds.
- Helmets can be stored in the classroom for the day.
- Bicycles/scooters must be stored outside at the bike rack.
- The school is not responsible for bicycles/scooters that are stolen.



## **BUS ZONE**

It is against the law to pass a loading/unloading school bus. Therefore, no travel is permitted in the bus area, in front of school. Student loading/unloading is allowed in the lower student drop off area, but not in the bus zone. The bus zone must always be kept clear.

## **CHECKING IN/CHECKING OUT PROCEDURE**

Students who arrive late must check in at the office. Students who are leaving the school early during the day must be signed-out in the office by a parent/guardian or adult emergency contact listed on the registration card. Your child will be called to the office. Parents should not go to the classroom directly when picking up a child. The staff cannot check students out of school upon receiving a phone call from a parent.

## **CHILD FIND OBLIGATION**

Davis School District is responsible for Child Find Identification and evaluation for all students suspected of having a disability attending school in Davis County. This includes students, birth through 21 years of age, who are in public schools, private schools, are being home schooled, or are kindergarten eligible, but not enrolled. Early identification and intervention are essential to help ensure school success.

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

### **CLASSROOM VISITATIONS**

We encourage parents to visit and help in the classroom. Please make pre-arrangements with the teacher so that your visit may be most beneficial. All visitors to the school are required to report to the office and obtain a visitor's badge/label before going to the classroom. Volunteers who work with students out of sight of a district employee will need to obtain a background check through Davis School District's Human Resources Department at a fee. Hill Field Elementary has limited funds to help pay for these fees to support parent volunteerism.

### **CLOSED CAMPUS**

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

### **DAILY SCHEDULE**

The most current daily schedule can be found on our school website. Please visit [hillfield.davis.k12.ut.us](http://hillfield.davis.k12.ut.us).

## Hill Field Elementary Daily Schedule 2023-2024

Breakfast (after breakfast, students should exit out of the main doors) .....	8:15 - 8:45
1 <sup>st</sup> Bell .....	8:50
Tardy Bell .....	8:55
Monday – Thursday Dismissal Bell .....	3:30
Friday (Early Out Schedule) Dismissal Bell .....	1:30

***After 8:55 a.m., all students and adults should enter through the main entrance and check-in at the office!! Other outside doors will remain locked while school is in session.***

### A.M. Recess

2 <sup>nd</sup> (Friday only 5 <sup>th</sup> ) .....	10:10 – 10:25
Kindergarten and 3 <sup>rd</sup> .....	10:25 - 10:40
1 <sup>st</sup> and 4 <sup>th</sup> .....	10:40 - 10:55
(Friday only 6 <sup>th</sup> ) .....	10:55 - 11:10

### Lunch

(Teachers will stagger going to lunch by 2 minutes per class on a rotating basis or as determined by grade level team)

Kindergarten .....	11:25 - 12:00
2 <sup>nd</sup> Grade .....	11:35 - 12:10
1 <sup>st</sup> Grade .....	11:45 - 12:20
3 <sup>rd</sup> Grade .....	12:00 - 12:35
4 <sup>th</sup> Grade .....	12:15 - 12:50
5 <sup>th</sup> Grade .....	12:25 - 1:00
6 <sup>th</sup> Grade .....	12:35 - 1:10

### P.M. Recess

Kindergarten and 3 <sup>rd</sup> .....	1:35 - 1:50
1 <sup>st</sup> and 2 <sup>nd</sup> .....	1:50 - 2:05
4 <sup>th</sup> and 5 <sup>th</sup> (5 <sup>th</sup> goes out at 2:00) .....	2:05 - 2:20
6 <sup>th</sup> .....	2:20 - 2:40

## DAVIS SCHOOL DISTRICT POLICIES

Hill Field Elementary is part of the Davis School District. This handbook contains the most pertinent district policies as well as policies dictated by the school. Parents/Guardians can read and search other district policies at

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

### DISMISSAL OF SCHOOL

Teachers will not keep students after school unless parents are notified prior. Students are to immediately go home after school and not loiter in the building or on school grounds. If siblings are meeting each other after school, they should determine a prearranged location to meet that is located outside of the school and not wander the building.

### DRESS CODE

The school board emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for schoolwork. School officials may prohibit the following types of dress or grooming at school or school activities:

- “Sagging” pants or shorts
- Inappropriate short, tight, or revealing shorts, skirts, dresses, shirts, low rider pants, short shirts, spaghetti straps or camisoles, etc. Clothing that is torn, ripped or frayed excessively
- Bare or stocking feet
- Clothing which displays obscene, vulgar, lewd, sexually explicit, or inappropriate words, messages or pictures
- **Hats, beanies, bandannas, or hoodies worn inside the building**
- Clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelets, chains, chokers, etc.
- Exaggerated cosmetics and body paint
- Extreme hair styles that are a distraction to the educational process
- Exaggerated body piercing
- Clothing that exposes bare midriffs, buttocks, or undergarments
- Clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs, etc.)
- Belt buckles with inappropriate signs or symbols etched on them
- **In addition, all shirt sleeves should extend to the edge of the shoulder and shorts should extend to mid-thigh.**

School personnel will always err on the side of more modest clothing. Parents of students in violation of the dress code may be contacted and asked to bring replacement clothing to school. Students may be asked to use school issued clothing if parents are not able to do so.

## **ELECTRONIC DEVICES POLICY**

### **SCOPE**

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. When devices are connected to the school internet, are running on our network, or are a school issued device, there are firewalls, filters, and additional digital protections to keep students safe. When personal devices are used with their own data or network, we are unable to monitor or filter any inappropriate or unsafe content. As we have observed the use of personal phones and devices before school, we recognize that it is not possible to adequately supervise and monitor devices that are not connected to our network. Because of this, we have worked with our School Community Council to adjust our policy on personal devices, to better protect our students. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation.



### **DEFINITION**

This policy covers electronic devices used for audio, video, or text communication, or any other type of computer or computer-like instrument. Electronic devices may include, but are not limited to: Existing and emerging mobile communication systems and smart technologies, such as cell phones, smartphones, smartwatches, walkie-talkies, pagers, etc. Personal Digital Assistants (PDA's, Palm organizers, pocket PC's, etc.), handheld entertainment systems (video games, CD players, MP3 players, iPods, Walkman devices, compact DVD players, etc.) and any other portable devices that can be used for word processing, wireless internet access, image capture or recording, sound recording, and transfer/receiving/storage of information, such as digital cameras and advanced calculators.

### **POSSESSION AND USE**

- Cell phones cannot be used before or during school hours when on school property, 8:00 AM -3:30 PM. This prohibition includes school, school activities, remote sites, field trips, and vehicles transporting students to and from school activities. They may be used after school only after exiting the building, to communicate with parents. Cell phones should be turned off completely and are not to be out, or seen, at any time during school hours. School phones are located in each classroom and in the office for student use during school hours with the permission and supervision of a teacher or office staff. The school is not responsible for lost or stolen devices.
- Personal entertainment devices and handheld entertainment systems should always be kept at home and should not be brought to school. These include video games, CD players, MP3 players, iPods, Walkman devices, compact DVD players, personal radios, digital cameras, etc., and any other portable devices that can be used for wireless internet access, image capture or recording, sound recording, and transfer/receiving/storage of information. These can even include advanced calculators that can transmit and receive information.

## **PROHIBITIONS**

- Electronic devices shall not be used in any way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors. Such devices cannot be used IN ANY WAY that substantially disrupts the educational environment, regardless of where it occurs.
- Electronic devices may not be used during any formal assessment or test, unless directed by the teachers, or specifically allowed by law, student IEP, or assessment directions.

## **CONFISCATION AND POTENTIAL DISCIPLINARY ACTIONS**

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed. Repeat offenses could result in the device being retained by the administrator for an extended period of time or the device not being allowed to return to school. Devices used to break state law will be turned over to law enforcement. Students found in violation of the electronic devices policies are subject to all district safe schools policies, where applicable.

## **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 or other communications made with an electronic device. Device owners are jointly responsible for the misuse of policy violations if devices are loaned to, or borrowed and misused, by non-owner users.

## **PROHIBITIONS ON AUDIO/VISUAL RECORDING**

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, be used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording, camera, or video recording functions of devices is strictly prohibited on school premises at all times.

## **EXCEPTIONS**

With prior approval of the principal, the above prohibitions may be allowable under certain conditions:

- The use is a requirement of a child's current and valid IEP or 504 plan.
- The use is under the direction of a teacher for educational purposes.
- The use is in writing under a student's health plan and is understood by the school nurse and school team (administrator and teacher).
- The teacher gives permission for proper use on field trips, yearbook signing day, or other special events.



## **EMERGENCY DRILLS**

We hold regular drills to teach children to respond calmly in the event of an emergency. Fire drills are held most frequently. Some drills will be unannounced in order to assess the school's response. An earthquake, lockdown, and a lockout drill will be held at least once a year. Evacuation plans are posted in each room showing how to exit the building. Each class has a designated area that is a safe distance from the school. Every class has an emergency pack with first aid and other supplies which might be needed. A school evacuation plan is also in place and can be provided upon request.

## **FIRST AID AND ILLNESS AT SCHOOL**

Students who become ill/injured during the school day should notify their teacher so that they can receive immediate attention. IT IS OUR POLICY TO ATTEMPT TO CONTACT PARENTS. The care of an illness/accident of students at school is limited to first aid only. The school is not permitted to give a student any kind of medication - even aspirin. If your child appears to need more than simple first aid you will be notified and asked to take him/her home. Please communicate any changes in your telephone number or of designated persons to contact in case of an emergency. Please do not send your student to school sick. If a child is running a fever or shows signs of illness, please keep him/her home until he/she is no longer contagious.

## **HOMEWORK**

Homework, the extension of class work, has a purpose which is to encourage self-direction, independence, and personal responsibility in children. Each teacher may determine how to utilize homework. The following items guide teachers as they make decisions about homework:

- Assigned homework should be relevant to classroom instruction.
- Assignments not completed when sufficient time has been given in class may be required as homework.

The grade level times ten minutes is a good measure for an average of how much time might be asked of children for homework. If a student's homework exceeds this amount of time, or should the student be experiencing frustration, the parent should consult with the teacher to devise a successful homework plan for the student.

## **OUTDOOR PLAY**

School includes time for children to have some 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 ill or injured. It is the student's responsibility to be 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.

### **OUTSIDE FOOD AND DRINK**

Arrangements should be made with the teacher to bring in food or drink to a class (this includes birthday treats). The classroom teacher will inform you about any allergy concerns in the classroom. All food to be shared with other students in class **MUST** be purchased. No homemade food can be distributed to students other than your own child. In the lunchroom, no outside food or drink can be shared due to allergy concerns.

### **PARKING**

Parking is permitted in the lower parking area. Please do not park in the student loading/unloading areas, but rather use the lower lot. The bus loading area, closest to the school, is for authorized personnel and buses only. It is a safety issue as students are walking or unloading the bus there. Base personnel have requested that there be no parking in the drop off circle behind the school on Hill AFB. It is for pickup only.

### **PERSONAL ITEMS**

Toys, fidgets, radios, electronic games, lasers, trading cards, scooters, Pokémon, Gameboys, iPods, walkie-talkies, pagers, mischievous paraphernalia (such as; squirt guns, water balloons, etc.) etc., should not come to school. These items, and anything like them, disrupt the real purpose of school. Teachers will take such items and retain them until the end of the day or turn them into the office. Exceptions to this rule are when the item is for show and tell and approved by the teacher. If playground items such as softballs, basketballs, jacks, jump ropes, etc. are brought to school, they need to be approved by the teacher. If playground items cause a disruption, they will not be allowed at school. Personal items are not covered by our insurance, and teachers cannot guarantee their safety and security. The school is not responsible for items that are brought that become lost, stolen, or damaged.

### **PTA**

Parents are encouraged to join and participate in the Parent Teacher Association (PTA). The PTA supports the school through volunteer efforts, activities, and events that encourage morale. PTA members receive benefits, discounts, and rewards by using their membership card. Registration cards can be found in the office and more information can be found about the PTA on the Hill Field Elementary PTA Facebook page.

### SCHOOL FOODS (801-402-2364)

LUNCH: — A great bargain

Prices: Elementary Student	\$ 2.05
Reduced Price Student Lunch	\$ .40
Staff and Adult Lunch	\$ 3.50
Extra Milk (cash only)	\$ .50
Breakfast	\$ 1.55
Reduced Breakfast	\$ .30



BREAKFAST: A simple, but nutritious breakfast is available at Hill Field Elementary each morning from 8:15-8:45.

Kitchen personnel have their own telephone number **(801-402-2364)**. Please use this number for questions regarding school lunch accounts.

- ✓ Make checks payable to Nutrition Services. The child's name and teacher's name must be written on each check. Payment can be made using a card via the myDSD Guardian account.
- ✓ **District School Foods policy does not allow for children to excessively charge school lunches. Please stay current on your student's lunch account. A copy of the Davis School District Meal Charges Policy can be found in the Appendix.**
- ✓ Good manners in the lunchroom are expected. Children whose behavior is inconsistent with good manners may lose the privilege of eating in the lunchroom.
- ✓ Parents are welcome to eat lunch with their child.

Free or reduced lunch applications and information can be found and filled out through your myDSD Guardian account.

### SEVERE WEATHER POLICY

School is always in session on scheduled days unless the weather makes it impossible. On doubtful mornings, please listen to news reports, check the Emergency Info section on the school homepage, or call the district school closure hotline @ 801-402-5500. Students love to be outside, and they need the exercise and activity. We will send students out to play unless it is extremely wet or cold. Daytime temperatures in Utah during the winter average in the low to mid 20's but high to middle teens are not unusual. Students are outside during most of these times, so parents are encouraged to dress their children accordingly. Wind chill factors are considered and if the wind chill sends the temperature much below 20 degrees students will be inside for recess.

### **STUDENT BIRTHDAYS**

With the approval of the classroom teacher, each student is welcome to bring a purchased birthday treat to share with their classmates on their birthday. We acknowledge that this is a special day for children, but we ask that all other forms of celebration and recognition be done at home.

### **STUDENT CONDUCT AND DISCIPLINE EXPECTATIONS**

It is important for children to develop self-discipline and know right from wrong. Parents/guardians can help the school by encouraging good behavior and setting a natural consequence when notified of unacceptable behavior by the school. School personnel will do similarly. Students are expected to follow all the rules of the school and the classroom. The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property. Students who violate these expectations may be referred for social skills instruction and regular check-ins. Teachers will begin the process of learning to use restorative practices when working with student behavior. A focus will be on building respect and building and repairing relationships. However, discipline may still be necessary. A copy of the Hill Field Elementary School-wide Behavior Management Plan is available in the Appendix. Administration will respond in accordance to the Davis School District Policy and Procedures listed in [5S-101](#).

Hill Field administration will consult with the Community Council, JSSC, LCMT, and our Positive Behavior Intervention Systems team to assess the effectiveness of our School-wide Behavior Management Plan and behavior interventions. Training for students, faculty, and staff on student conduct, preventative measures, and disciplinary responses will be ongoing. Data will be collected, reviewed, and used to guide decisions, changes, and future trainings.

### **STUDENT/PARENT CONFERENCES**

Students are asked to attend the conferences with their parent(s)/guardian(s).

1st Parent Conference.....	November 8-9, 2023
2nd Parent Conference.....	January 24-25, 2024

### **STUDENT RECORDS**

Please update home, work, and emergency numbers during the year if they change. It is important to be able to contact you in case of an emergency. It is a Utah state law that each child must have a birth certificate and current immunization record on file. These documents must be received prior to your child attending public school.

Social Security numbers are used for tracking student records and testing. Utah state law allow schools to request social security numbers, however, disclosure is entirely voluntary. We ask parents to provide the child's number for the above-mentioned reasons. Parents have a legal right to see or obtain a copy of their child's school records. Parents should work with administration to remove or correct any information they feel is inaccurate, misleading, or otherwise violates the student's privacy or other rights.

### **TELEPHONE**

Our school number is 801-402-2350. School phones are answered between 8:00 a.m. & 4:00 p.m. on days school is in session. Policies for phone use include:

- Students may use the phone for calling when sick, injured, or major problems.
- Students should leave a message when calling home. The office has no way of tracking where the call originated. Only the generic school phone number will show up on caller ID regardless of where the call originated.
- Students may not use the phone to arrange after-school activities.
- Teachers will not be called to the phone during class hours.
- Students will not be called to the phone from class unless it is an emergency. They can come to the office and call during recess or lunch.

Parents, please help your student know how to use a phone to call home.

### **VANDALISM AND THEFT**

Hill Field Elementary students are expected to show respect for property. Acts of theft, forced entry, or destruction of school property will be dealt with in the manner most suited to the developing of respect for laws and civic responsibility. According to the law and district policy, the student and his/her parents will be held responsible for restitution and damages.

### **WALKING TO SCHOOL AND GOING HOME**

Any child walking to and from school should use the supervised, marked school crosswalks and follow the directions of the crossing guard. Children shall walk their bicycles when crossing at crosswalks and continue to walk them on school grounds. Students should respect school and community property. Students should take the base or community prescribed safe route to/from school, and travel with friends or siblings. Students need to respect other students' safety. Be a wise, safe pedestrian. If you are unsure of the correct walking route to school, please call our office.

## **Appendix**

### **Davis School District Illness Protocol**

### **Should I Send My Child To School?**

**The following guidelines may be used in determining if your child should be kept home from school:**

1. The illness prevents your child from participating comfortably in activities
2. The illness results in a greater need for care than the staff can provide
3. The child has any of the following conditions, unless a health professional determines the student's condition does not require staying home from school:

**Appears to be severely ill**

**Fever** - temperature 100 F or above and behavior change or other signs and symptoms (sore throat, rash, earache, vomiting, diarrhea)

**Marked drowsiness or malaise** (a vague feeling of physical discomfort or uneasiness) as seen early in an illness

**Diarrhea** - defined as an unusual number of stools or unusually liquid stools compared to the child's normal pattern

**Blood in stools** - not explained by dietary change, medication, or constipation

**Vomiting / nausea**

**Severe abdominal pain**

**Less severe abdominal pain** - that continues for more than 2 hours

**Mouth sores** with drooling

**Rash with fever**

**Sore Throat, cold and persistent cough** – a child with a “heavy” cold and hacking cough should be in bed even if there is no fever. A child complaining of sore throat with no other symptoms may go to school. If white spots can be seen in the back of the throat or if fever is present, keep the child home and call your doctor.

**Any break in the skin in the weeping /oozing stage** – unless protected (covered) and / or diagnosed as noninfectious

**Infected eyes** - with discharge - until 24 hours after treatment started by a licensed medical provider. A clear, watery discharge (viral) may not require exclusion.

**Impetigo** - until 24 hours after treatment has started

**Streptococcal infection** - (strep throat or other streptococcal infection), until 24 hours after treatment has been started

**Head lice** - until after the first treatment (Refer to DSD Head Lice Protocol)

**Scabies** - until after treatment has been given

**Chicken pox** - until all lesions have dried or crusted (about one week after onset of rash)

**Pertussis (Whooping cough)** - until 5 days of appropriate antibiotic treatment

**Hepatitis A** - until 1 week after onset of illness or jaundice or as directed by licensed medical provider

Any condition determined by the local health department to be contributing to the transmission of illness during an outbreak

*Please be mindful of these symptoms and work together with the other parents / guardians to make the classroom a healthy environment.*

*Thank you!*

Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics  
Reviewed and approved by Davis School District Health and Nursing Services and Special Education Nursing Services

## Conditions That May Not Require Exclusion:

**Common colds, runny noses** (regardless of color or consistency of nasal discharge), and coughs

**Watery eye discharge** without fever, eye pain, or eyelid redness

**Yellow or white eye drainage** that is not associated with pink or red conjunctiva (whites of the eye)

**Rash without fever**

**MRSA (methicillin-resistant staphylococcus aureus )** – if wound is covered and dry

**Shingles (herpes zoster caused by varicella)** – if covered and dry

**Ringworm** (may delay treatment until the end of the day)

(white spots or patches in the mouth)

**Fifth disease** (slapped cheek disease, parvovirus B 19) in a child without immune problems

**HIV** (Human immunodeficiency virus infection), with consideration of risk to the HIV infected student or others - decided on a case-by-case basis by health professionals

**Measles** – 4 days after onset of rash student may return to school

**Mumps** – 9 days after onset of parotid gland swelling student may return to school

Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics

Reviewed and approved by Davis School District Health and Nursing Services and

Special Education Nursing Services

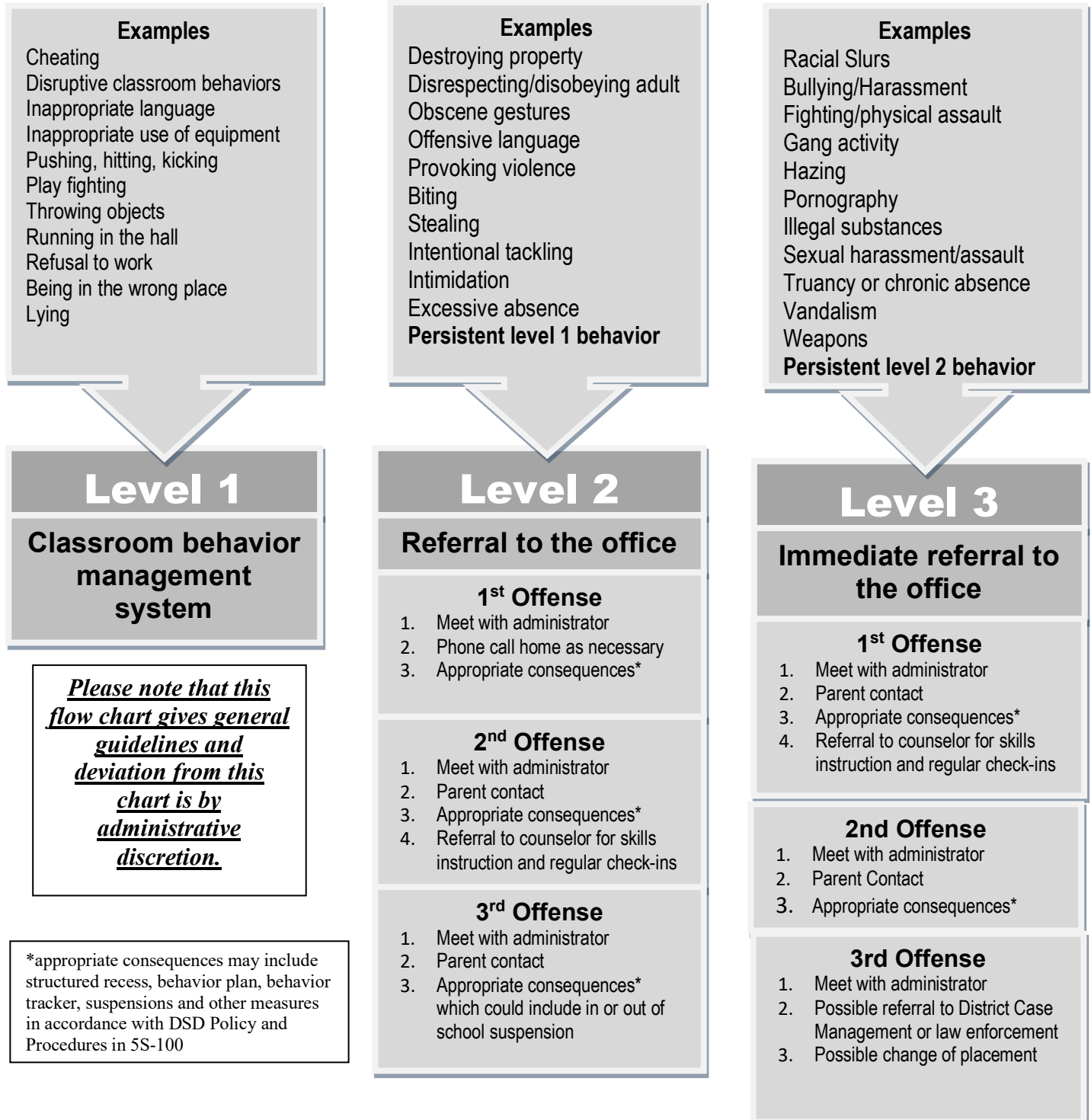


## Hill Field Elementary School-wide Behavior Management Plan

Hill Field Elementary faculty and staff will implement Restorative Practices whenever possible to build and repair relationships aside from taking disciplinary measures.

### School Rules:

### **1. Be Safe 2. Be Kind and Respectful 3. Be Responsible**



\*appropriate consequences may include structured recess, behavior plan, behavior tracker, suspensions and other measures in accordance with DSD Policy and Procedures in 5S-100



<p><b>It is required that the following information be published and made available to our students and patrons.</b></p>
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### **DAVIS SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION**

Davis School District and Hill Field Elementary are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, 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. Policy 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability ("Protected Class").

*Complaints of harassment or discrimination against students on the basis of a Protected Class should be directed to the Office of Equal Opportunity.*

Darrin Nash, Director of the Office of Equal Opportunity  
Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-8701  
[dnash@dsdmail.net](mailto:dnash@dsdmail.net)

Further information regarding student-on-student or staff-on-student harassment will be provided in a separate Notice of Non-Discrimination.

*Employee requests for accommodations or complaints of harassment or discrimination against an employee should be directed to the Office of Human Resources at:*

Steven Baker, Associate Director Human Resources  
**ADA (Employment Issues) Coordinator**  
Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315  
[sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

*Information regarding accommodations for disabilities should be directed to:*

Midori Clough, District 504 Coordinator  
**Section 504 (Student Issues) Coordinator**  
Davis School District  
Freeport Center West Building F3

Clearfield, UT 84015  
tel: (801) 402-5180  
[mclough@dsdmail.net](mailto:mclough@dsdmail.net)

*Information or complaints about discrimination on the basis of sex in athletic programs may be directed to:*

Tim Best, Healthy Lifestyles Coordinator  
**Title IX Athletic Compliance Coordinator**  
**Sex Based Discrimination in Athletic Programs**  
Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-7850  
[tbest@dsdmail.net](mailto:tbest@dsdmail.net)

*Information or complaints about discrimination on the basis of a disability in access to facilities may be directed to:*

Rich Swanson, Director of Risk Management  
**Physical Facilities Compliance Coordinator**  
Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5307  
[rswanson@dsdmail.net](mailto:rswanson@dsdmail.net)

### **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 Hill Field Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Amt Thompson (801-402-2350), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Hill Field 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, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. 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 – UP TO ONE YEAR EXPULSION (Utah Code 53G-8-205)**

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 consequence 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, or electronic cigarette substance or product), 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.

### **SAFE SCHOOL 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, or expelled 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. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney unless a student refuses to participate in alternative restorative interventions offered at the time of the infraction, or the student has committed the same offense on two prior occasions and has been referred to alternative restorative interventions in each prior case.

### **NONDISCRIMINATION IN DISCIPLINE**

The District will ensure that students are not discriminated against in the administration of discipline, including the duration and type of consequence, and in referrals to law enforcement.

### **DUE PROCESS**

When a student is suspected of violating Hill Field 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. School administration should also seek advice from the District's Case Management Team when suspension mandate completion delays the typical process of returning a student to the school environment in a timely manner.



### **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](#). Hill Field Elementary policy may be found at [hillfield.davis.k12.ut.us](http://hillfield.davis.k12.ut.us) or a copy may be obtained in the school office. For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to [11IR-100](#).

### **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 reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

School Lockers, desks, or other storage areas are the sole property of the Davis School District and Hill Field Elementary. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

### **EXTRACURRICULAR ACTIVITIES**

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification. However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

### **COMPULSORY EDUCATION REQUIREMENT**

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

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

#### **Student Education Records**

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

1. **Inspect and review** all their student's education records maintained by the school within 45 days of a request for access.
2. **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 changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. **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) grade level and enrollment status; 4) student's District email address; 5) student's ID number that is displayed on a student ID badge; 6) parent email address; 7) participation in officially recognized activities and sports; 8) weight and height of members of athletic teams; 9) dates of attendance; 10) degrees, honors, and awards received; 11) most recent educational institution attended by the student; 12) student's digital image.

The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and educational purposes only: 1) name to the extent it is referenced or captured during the audio or video recordings; 2) any photograph or image of the student captured during the audio or video recording; 3) any audio or video recording of the student participating in the course; and 4) any online chats or other recorded communications among participants in the course captured during the audio or video recording.

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want Hill Field Elementary to disclose limited directory information of your child 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:

Student Privacy Policy Office (SPPO)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
(202) 260-3887

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

For additional information please visit the SPPO website at the following address:  
<https://studentprivacy.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. Hill Field 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:

Student Privacy Policy Office (SPPO)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
(202) 260-3887

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

For additional information please visit the SPPO website at the following address:  
<https://studentprivacy.ed.gov/>

### **PLEDGE OF ALLEGIANCE**

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

### **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

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

### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and Hill Field Elementary shall reasonably accommodate \*\* a parent's:

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

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

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

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

### **MEAL CHARGES IN SCHOOLS**

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:



- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

**Meal Accounts:** Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

**Emergency Meal Service:** The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student *attending a secondary school* that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

**Evaluate Individual Circumstances:** When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

**Repayment for Meal Charges and Bad Checks:** Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- 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.**

#### **ELEMENTARY SCHOOL FEES NOTICE**

Elementary schools may not charge fees for classes and activities during the regular school day. An elementary school or elementary school teacher may provide to a student's parent, a suggested list of student supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, student supplies for student use, provided the following notice is provided with the list:

*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.*

Elementary schools may charge fees, subject to the Board approved fee schedule, in connection with any school-sponsored program or activity, that does not take place during the regular school day, if the activity

does not affect a student's grade or ability to participate fully in any course taught during the school day. Schools charging such fees shall include a copy of the applicable fee schedule along with required State Board approved notices in its registration materials and provide a copy of this information to a student's parent who enrolls a student after the initial enrollment period.

[Elementary School Fee Schedule](#)

Schools should also have the school fee schedule and a link to the District school fees policy on its website.

**See School Fee Information in the District Policy Manual**

[6F-101 School Fees, Fee Waivers, and Provisions in Lieu of a Fee](#)