

Endeavour Elementary

Parent/Student Handbook 2023-2024

Principal: James Campbell
Assistant Principal: Jamie Moon
Office Manager: Maggie Evans

SCHOOL WEBSITE: [Home - Endeavour Elementary School \(davis.k12.ut.us\)](https://www.davis.k12.ut.us)

MAIN OFFICE PHONE: 801-402-0400

FAX: 801-401-0401

ATTENDANCE LINE: 801-402-0406

DAVIS SCHOOL DISTRICT NUTRITION SERVICES
801-402-7640

Our Parent/Student Handbook is organized from A-Z. This information is intended to give our stakeholders additional details of procedures, policies, and school culture.

ACADEMICS- Teaching and Learning

We invite you to visit Davis District's Teaching and Learning Department website to view grade level and content area information: <https://www.davis.k12.ut.us/academics/teaching-and-learning-homepage>

ARRIVAL AT SCHOOL

The building opens for student to enter at 8:50 a.m. School begins at 8:55 a.m. To ensure safety, students are not allowed in the building before school hours as this time is used for teachers to prepare for the day. On good weather days' children will have to wait on the west side of the school and will enter through their respective galaxy door. On stormy, or very cold days', children will be invited indoors.

ATTENDANCE

Regular attendance is important to academic success. Children who are well should be in school. Those who are sick belong at home. When students are at school, it is assumed that they are well enough to participate in outdoor recess and physical activity, unless you provide a written note. Please do not schedule outings, vacations, or lessons during school time. **A student is considered chronically absent is he/she misses 6 or more days of school per term.**

ATTENDANCE LETTERS

Absentee letters will be sent home for those who have 10 absences and/or tardies per term. You should always be in contact with the teacher to ensure regular attendance.

BAD WEATHER – BEFORE SCHOOL

- Extra duty personnel will resume supervision of indoor areas beginning at 8:35 a.m.
- On indoor days, the custodian will unlock perimeter doors to allow student to enter the building beginning at 8:35 a.m.
- Portable classrooms will meet in the Starburst Galaxy before school.

EXPECTATIONS:

- Walkways and doorways are to be always cleared.
- Students are to enter through the galaxy doors when possible.
- Students may sit and read or talk quietly, finish homework, draw, etc...
- No basketball, running, jumping, races, etc. during this time.

BEHAVIOR PLAN - Positive

At Endeavour Elementary we try to encourage and celebrate the positive behavior of our students! We believe that elementary school is where kids really start to learn the importance of being a socially responsible citizen in a community setting. There are several school wide programs to help support their good choices and behaviors that demonstrate being a respectful student.

Student Nominations – The Endeavour Out of this World certificates are a way to recognize positive individual student behaviors. Each faculty member will select at least one student per week who shows exemplary behaviors academically or socially.

Student Council: The students who participate on student council were selected the previous school year by a group of adults at the school, based on student applications, social and academic behavior, and teacher recommendations. These 6th grade students participate in many activities throughout the year designed to increase their abilities as leaders, as well as to set positive behavior examples to other students.

Character Education: In addition to the character education opportunities provided by classroom teachers daily; bi-monthly the school counselor will visit classrooms with a “life skill” lesson. She will also meet with students in classrooms, small groups, and individual counseling sessions. Her office is in the south end of outer space.

BIKES and Scooters

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

- A parent has given permission.
- All safety rules are followed.
- Bikes and scooters are walked on school grounds.
- Bikes and scooters are locked in the bike rack.

The use of **electric or motorized bikes or scooters are prohibited on school property**. It is expected that parents and students will abide by state and local laws regarding electric or motorized bikes and scooters on local streets and sidewalks.

BIRTHDAY PARTIES

Birthday parties/ treats are a disruption to the classroom curriculum and are not allowed. Passing out birthday treats takes valuable time from classroom instruction as well as puts pressure on other students to bring treats. Additionally, handing out birthday invitations to friends at school is prohibited. Please make arrangements to pass out invitations outside of school hours.

BIRTHDAY TABLE

To celebrate a child's special occasion, a "Birthday Table" will be provided by our PTA at lunchtime one day each month.

BREAKFAST

Breakfast is served every school day. We begin serving at 8:30 a.m. and finish by 8:45 a.m., so as not to infringe on class instruction time.

BUILDING SECURITY

Endeavour Elementary ensures the safety of all students by locking perimeter doors at 8:55 a.m. each day. In the morning, please leave your child outside at their Galaxy doors to enter the building. If your child is late, please bring your child to the front office to check in.

BUS (TRANSPORTATION DEPARTMENT)

Please check your child's my.DSD account for the most current bus stop information. You can also visit the Davis District Transportation website for additional information: <https://www.davis.k12.ut.us/departments/transportation>

CALENDAR – District

<https://www.davis.k12.ut.us/parents-family/school-year-calendars>

CALENDAR – School

A school calendar is located on our school's web page. This calendar is updated by administration regularly. Please check this regularly for updates.

CELL PHONE POLICY

Students may possess and use electronic devices (cell phones, Smart watches, etc.) at school subject to the following:

1. Students may carry or possess electronic devices at school and school-sponsored activities.
2. Use of electronic devices during the school day, including pass-time between classes, recesses, and lunchtime is prohibited.
3. They must be completely powered down, turned off and kept in a student backpack, or turned in to the teacher.
4. Students may use electronic devices before school begins, and after the final bell of the school day, so long as they do not create a distraction or disruption.
5. 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.

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.

- 1st offense – The device is returned to the student after school with a warning from the teacher.
- 2nd offense – The device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.
- 3rd offense – The student may no longer bring an electronic device to school. The device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.

CHECKING OUT STUDENTS

Checking out early is disruptive to the learning environment. Teachers teach bell-to-bell. Missing this critical time often leads to confusion and frustration for the student. When a student does leave during the school day, they must do so through the office. The parent will need to show a photo ID and be listed on the child's information sheet. Parents are not to go to a classroom, (including portables) or the playground to pick up their child. Teachers have been informed to send you back to the office to follow procedures.

CHECKING IN STUDENTS

Check-in at the office is required for all students who enter the school after the final bell at 8:55 a.m.

CHILD FIND OBLIGATION

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

CLOSED CAMPUS

We are a Closed Campus, which means students are not to leave the school grounds during the school day.

COMMUNICATION FOLDERS

Many teachers will send communication folders home on a weekly basis. Folders are sent home each MONDAY (based on each individual teacher). School-wide or PTA information will usually be emailed from the principal.

COMMUNICATION

Communication is one of the most important tools we use in our school. We welcome and foster a cohesive team approach to meeting the individual needs of your child(ren). Please don't hesitate to contact a teacher at any time should you have a concern or wish to meet with them in person. Teachers will send guardians emails, calendars, and/or classroom newsletters.

CROSSWALK SAFETY

We ask that you respect all crosswalk safety procedures. Take some time to teach your children the proper use of a crosswalk. Some things to consider:

- Students are not to enter a parking lot without a parent (or adult) escort.
- Students are not to cross a crosswalk until you have
 - stepped off a bike
 - looked both ways
 - waited for cars to stop

DAILY SCHEDULE

Daily & Friday Schedule

First Bell 8:50 a.m.

Late Bell 8:55 a.m.

Monday – Thursday 8:55 a.m. - 3:30 p.m.

Early Out Friday 8:55 a.m. - 1:30 p.m.

Breakfast 8:30 a.m.

Lunch 11:15 - 1:05

Morning and Afternoon Recesses are assigned by grade level.

Kindergarten Schedule

Morning

M-Th 8:55 a.m. - 11:35 a.m.

Friday 8:55 a.m. - 10:55 a.m.

All Day Kindergarten

M-Th. 8:55a.m. - 3:30 p.m.

Friday 8:55 a.m. - 1:30 p.m.

***Library, P.E. and other Prep Class Schedules**

Each teacher will individually share schedule information.

DAVIS READS

We support and participate in the Davis Reads initiative. "Davis Reads" is a countywide effort that engages schools, libraries, cities, and businesses in the passionate endeavor of weaving the joy and the ability to read through the fiber of each of our citizens.

DEEP- DAVIS ENHANCED EDUCATION PROGRAM

Services for students needing academic enrichment are available through the school-wide enrichment model. Students are placed in this pull-out program on recommendation of their teachers and the student's grades, based on the following criteria:

- Above average ability
- Task commitment
- Creativity
- Leadership

DISCIPLINE PLAN – CLASSROOM

Individual teachers will, with student input, establish a discipline plan for their own classroom. This plan will include specific behavior expectations with rules and consequences for inappropriate behavior and recognition for appropriate behavior. These will be clearly posted and communicated to the students.

DISCIPLINE AND STUDENT CONDUCT – DISTRICT POLICY

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

DISCIPLINE PLAN - SCHOOL

School Rules

There are 3 basic school rules all students should know and follow at Endeavour:

- **Be SAFE**
- **Be KIND & RESPECTFUL**
- **Be RESPONSIBLE**

There are procedures posted in each GALAXY AND OUTER SPACE of the school to support these 3 rules. An example of procedures that are expected in all areas of the school would include the following:

- Follow directions the first time given.
- Keep hands, feet, mouth, and objects to self.
- Put people up, not down.
- Be in the proper place at the proper time.
- Walk, not TALK in the outer space zone.
- Use all materials and equipment properly.

Special emphasis will be placed on the teaching of self-discipline, good citizenship, and social skills.

Discipline Plan

Inappropriate behaviors at Endeavour fall into 3 categories or levels of offense. Each level is addressed either by the classroom teacher and/or the school administration.

Examples of Level 1 Offenses -

- Not following directions
- Running in the hallways
- Excessive talking
- Inappropriate laughing/sneering
- Derogatory notes/pictures
- Teasing/put downs
- Inappropriate language
- Interrupting
- Consistent tardiness
- Name calling
- Misuse of materials

Examples of Level 2 Offenses –

- Two or more level 1 offenses
- Back talking/arguing
- Inappropriate language/gestures
- Taunting
- Refusing to work
- Cheating/lying
- Throwing objects
- Minor hitting, kicking and pushing

Examples of Level 3 Offenses –

- Flagrant and/or frequent level 2 offenses.
- Physical Fighting
- Ethnic slurs
- Obscene gestures
- Inappropriate touching
- Damaging property
- Direct, willful, and sustained disobedience of school rules
- Disrespect for authority
- Bullying
- Threatening bodily harm
- Stealing
- Profanity
- Excessive Truancy
- Harassment, including sexual harassment
- Drugs
- Weapons
- Leaving school without permission

Administrative Response may consist of one of the following:

- Conference with Teacher and/or administration
- Issue Off Course card
- Notify Parents
- One or two days In School Suspension (ISS)
- One or two days Out of School Suspension

DRESS CODE – STUDENTS

In conjunction with Centennial Junior High and Farmington High School, Community Councils have developed the following dress code policy. We ask our students conform to our dress code and help avoid disruption and maintain the integrity of the educational process.

General

- Clothing should be in good repair. Clothes, including jeans, which are torn, ripped, frayed or sagging are not allowed.
- Inappropriately tight, sheer, or revealing clothing including clothes that expose bare midriffs, buttocks, or undergarments are prohibited.
- Clothing cannot contain obscene or suggestive words or pictures, or references to drugs, tobacco or alcohol.

Tops/ Shirts/ Blouses

- Shirts must have some sort of sleeve, cap sleeve or longer.
- No tank-top or spaghetti-strap shirts unless a tee-shirt is worn underneath.
- Tops should not be low cut or expose bare midriffs.

Pants/Shorts/ Skirts

- All bottoms should be worn at the waist. No sagging pants that expose underwear.
- Shorts should be Bermuda-style length or longer. No short shorts.
- Skirts should not be inappropriately tight or short. Skirts should fall somewhere near the top of the knee, unless they are worn with leggings that are not sheer.
- Shorts and skirts should reach mid-thigh while seated.

Shoes

- Shoes must be always worn, no bare or stocking feet.
- Flip-Flops, or shoes that do not allow for vigorous play are not allowed.

Accessories

- Hats, bandanas, and other headgear may not be worn inside the building.
- Visible body piercing is not allowed, except in the ear.
- Clothing attachments and accessories that could be considered weapons, i.e. spikes, chains etc., are not allowed.

Hair

- Hair should be neat and clean.
- Extreme hairstyles, such as spikes, horns and mo-hawks, or hair that is painted, sprayed, or dyed unnatural colors that cause a distraction is prohibited

DROPPING OFF ITEMS

We ask that you not drop off items to your children during the school day. If your child forgets their lunch, they will be given a school lunch. Any schoolwork or library books that have been forgotten can be turned in the next day.

FIGHTING/BULLYING/HARASSMENT

Davis District Policy and Procedures for Student Conduct and Discipline:

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

Philosophy –

Endeavour Elementary has the responsibility to provide a quality-learning environment to insure equal educational opportunity for all students. This environment is partially determined by the conduct of the students. Fighting/bullying and harassment are some of the major detractors of a safe and effective learning environment. For this reason, and to also provide for the physical and emotional wellbeing of our students, fighting, bullying and harassment behaviors are never allowed and will result in consequences as outlined in our school's discipline system.

Discipline Plan –

Our School Level Discipline Plan is built on the following principles:

- Every person deserves to be respected.
- Every person deserves to feel safe and to be free from danger.
- Students attend school to learn academics, behavior skills and social skills.
- Learning is enhanced in a physically and emotionally safe environment.

Fighting -

Overt aggression such as physical fighting, punching, shoving, kicking and biting is inappropriate. It is NEVER "OK" to settle a conflict or problem through fighting. Additionally, retaliatory fighting is never appropriate. If a student feels

threatened, they should “get away” from the situation and immediately seek an adult for assistance. It is never “OK” for a student to “punish” another student.

Consequences

1st Offense – The administration will counsel with students, contact parents and a consequence will be determined, which will typically include the suspension of recess privileges for a certain number of days. Egregious first offenders will be suspended from school until a meeting with parents can take place.

2nd Offense - If the student is involved in additional school rule violations, including fighting, the student will immediately be suspended from school until the parents, teacher and administration can meet to develop a behavior plan.

3 or more offenses – Discipline is progressive, therefore continued offenses will result in additional consequences such as additional days of suspension and/or a referral to District Case Management and local police.

Bullying and Harassment

Verbal aggression such as name-calling or verbal threats, physical or verbal intimidation, retaliatory aggression including rumor spreading, intimidation, enlisting friends to hurt another child or engaging in social isolation of other students are also considered inappropriate. Harassment specifically includes the repeated bullying of other students.

Consequences:

Teachers will meet with students on an individual basis to help victims of bullying and harassment. Teachers will communicate with parents. Teachers will suspend recess privileges of those students who bully or harass other students. Continued issues of bullying and harassment will be referred to the administration. See “Fighting Consequences”.

Retaliation:

Retaliation (also known as revenge) is a harmful action against a person or group as a response to a real or perceived grievance and is prohibited. Students are not always in control of their situation, but they are always in control of their actions. We expect ALL students to act appropriately, even in undesirable situations. If someone is being bullied or harassed, they should follow the school’s bullying policy and walk away. If the harassment continues, they should report the harassment to a school employee such as their teacher, the ground/cafeteria duty, or the administration. Consequences will be applied to all students who hurt, harass, or bully others. Although many aspects of retaliation resemble the concept of justice, retaliation or revenge is never appropriate in a school setting. Negative consequences will follow those students who choose negative behavior. The fact that a student chooses negative behavior by harassing or bullying another student does not give the victim the right to retaliate by hurting back. **Retaliation is not considered Self-Defense.**

Other Level Three Offenses -

Other offenses, such as ethnic slurs, obscene gestures, inappropriate touching, damaging property, direct, willful, and sustained disobedience of school rules, disrespect for authority, stealing, profanity, excessive truancy, sexual harassment, drugs, weapons, and leaving school without permission is inappropriate, and may result in the following consequences.

Consequences

1st Offense – The administration will counsel with students, contact parents and a consequence will be determined, which will typically include the suspension of recess privileges for a certain number of days. Egregious first offenders will be suspended from school until a meeting with parents can take place.

2nd Offense - If the student is involved in additional school rule violations, including fighting, the student will immediately be suspended from school until the parents, teacher and administration can meet to develop a behavior plan.

3 or more offenses – Discipline is progressive, therefore continued offenses will result in additional consequences such as additional days of suspension and/or a referral to District Case Management and local police.

All students will be given the opportunity to know and understand school rules and expectations. Our discipline procedures impact those students who fail to comply with these school rules. Most school discipline will be handled in the classroom.

Serious disruptive behavior will result in appropriate administrative actions, including suspension and/or referral to Student Services for further action. We ask for parent support in reducing the amount of discipline at the school.

FIELD TRIPS

Field trips are a great way to reinforce and reteach concepts from the core curriculum. All grades may have the opportunity of going on 2 field trips each year, provided by funds from our PTA. These cover the cost of transportation only. Admission costs must be collected through **dsd gives** for each grade level. Parents must be notified and must sign permission slips for their child to participate in any field trip.

GRADES

A SMART report will be made available in your myDSD guardian account.

GRADES, GRADING PERIODS, MIDTERM PROGRESS

Grades, grading periods, and mid-term progress reports indicate student progress for that period and should be treated with great importance. Term grades are final and are placed on the permanent record card of each student. It is also important to note that midterm notices are not grades, but progress reports. Whenever questions arise on grades, students and parents are to contact the teacher immediately. The office personnel do not have the teacher's records, and therefore cannot indicate reasons for student grades. When questions do arise, or whenever a progress report is desired, teachers are available to meet with parents to discuss individual concerns. Teachers are encouraged to make every effort to contact parents when concerns with a student's academic and/or citizenship grade occur. Parents are also encouraged to make every effort to monitor their student's education. Parents are responsible to check with teachers if they have questions on grades and/or behavior.

HALLWAY & GALAXY BEHAVIOR

BEFORE SCHOOL – Students should not be in the building before school, or during recess times. Before school, teachers and administration will monitor the main hallway. Teachers have the responsibility of monitoring their galaxy.

DURING THE DAY – Students are to adhere to the “STEP” procedure:

STEP

- Straight Line
- Turn voice off
- Everyone walks to the right
- Pride in our school

Teacher are to remain with class at all times.

HOMEWORK

Homework is an important way to reinforce and practice what is learned in school. Teachers should give meaningful homework assignments in accordance with the following time rule:

1st grade	10 minutes
2nd grade	20 minutes
3rd grade	30 minutes
4th grade	40 minutes
5th grade	50 minutes
6th grade	60 minutes

Homework for students with disabilities or special circumstances should be determined on an individual basis and should not be at a level above their capacity as to create frustration or undue stress for them or their parents.

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 is occurring
 - Yellow burn warning (involves students with respiratory or immune deficiency)
 - Red burn warning (involves ALL students)
- During indoor recess, there will be supervision in each galaxy – NOT the playground
 - Teachers will work in their classrooms, while playground supervisors monitor and escort students to restrooms when needed.
 - Students must not be allowed to wander the school.
 - Teachers may personally take their student outside during inclement weather but must assume responsibility for their supervision and safety.
 - It is the discretion of the teacher to determine where students may reside during indoor recess: individual classroom or galaxy.

KEYBOARDING

Elementary Keyboarding Benchmarks:

3rd Grade -- 15 wpm

4th Grade -- 20 wpm

5th Grade -- 25 wpm

6th Grade -- 30 wpm

LATE START

For weather related late-start days, all parents will be contacted by the district call-out system and prompted with a specific message.

LOST AND FOUND

Our school's lost and found is located on the coat racks by the cafeteria. When the lost and found contains a lot of items, our custodians will place items out on a kiva in the hallway during Parent-Teacher conferences for parents to go through. After that, items will be donated to Desert Industries.

LUNCH ACCOUNTS

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 because 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.

LUNCHTIME

Each grade is assigned a specific time to go to lunch. Teachers take students to the lunchroom and our lunchroom supervisor dismisses students to recess. If a student needs more time to eat, they are welcome to continue eating and then proceed to recess when they are finished. It is expected that all trash is disposed of in provided trash bins and no food should be taken to recess. Students should not share food or drinks, at any time, in the lunchroom for safety reasons.

LUNCH PRICES (2023-2024)

\$2.05 Elementary Lunch

\$1.55 Elementary Breakfast

\$.40 Reduced Price Lunch

\$.30 Reduced Price Breakfast

\$3.50 Adult Lunch

\$2.10 Adult Breakfast

\$.50 Milk

LUNCH MENU

Here is a link to our school lunch menu for each week: <https://davis.nutrislice.com/menu>

MEDICATION

The school is not prepared to be a dispenser of non-prescription medicines. However, if a parent feels their student has sufficient maturity, he/she may carry one day's dosage of medication with them and self-administer. If a child needs prescription medication, contact the school nurse for required documentation.

MISSION STATEMENT

Our mission is **LEARNING FIRST!**

We want to ensure that each child attain his or her highest level of academic performance and develop to his or her fullest potential, physically, socially, and emotionally. Our mission will be fulfilled by a competent staff and involved community working in unity.

MY.DSD / Guardian Account

Parents can access all student information on my.DSD on the school's website. Here you will have access to report cards, attendance, testing data, and more. You can make payments for lunch accounts, yearbooks, and other optional school fees. All parents will need a login (email address).

To access myDSD system:

1. Go to the District home page at <https://www.davis.k12.ut.us/>
2. Click on the myDSD icon in the upper right corner of the page, then enter your username and password.

NOTICE OF NON-DISCRIMINATION

Davis School District and Endeavour 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

Midori Clough, Section 504 Coordinator

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

OEO Department

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) 402-4483

Lisa Frost, 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) 402-8706
Email: lfrost@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

Rich Swanson, 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

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 Endeavour Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Cindy Nottingham (801-402-0400) their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (801-402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (801-402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Endeavour 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 Endeavour 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**. Endeavour Elementary policy may be found on our school's website 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 [name of your school]. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without notice, without student consent, and without a search warrant.

EXTRACURRICULAR ACTIVITIES

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

COMPULSORY EDUCATION REQUIREMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

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 [name of your school] 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 inquires may be sent to FPCO via the following email address: 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, ore 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. Endeavour 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 tout 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 inquires may be sent to FPCO via the following email address: FERPA@ED.Gov

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis.

Participation in the Pledge is voluntary and not compulsory.

PARENTAL RIGHTS IN PUBLIC EDUCATION

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

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.

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

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

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

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

OFFICE HOURS

The office is open on school days from 8:00 a.m. to 4:00 p.m. Parents must make every effort to see that their child(ren) either walk home or are picked up immediately after school. Arrangements for after school programs must be coordinated with the teacher/advisor with specific drop off and pick up times and procedures.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled two times per year.

PE SHOE POLICY

Students should dress appropriately for safe participation in P.E. Footwear safety; no sandals, flip flops, clogs, platform /high heels, open toed shoes, plastic bottoms, snow boots or other footwear that would be unsafe in PE situations. There will be an alternative physical activity for those that cannot participate in the activity for that day. If girls wear dresses, they should have a pair of shorts to wear underneath. Students should participate with enthusiasm. Students are responsible for their actions and are expected to make good choices.

PETS

Pets are not allowed at school under any circumstance. This is mandated by the Health Department. A great alternative for students who wish to "show and tell" their pet could do so with a picture or video clip.

PTA

Our PTA is composed of parent volunteers. They support our school in many ways to enhance our school programs and events. Visit the Endeavour PTA link on our website for more information.

RECESS

Three recesses are scheduled, a 15-minute lunch recess and two-15 minute recesses. Morning and afternoon. Students are expected to obey all recess rules by being respectful to others. Students who disobey school rules or disrespect others will lose recess privileges.

Air Quality

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

SAFE UT- Crisis and Safety Tipline

How to Submit a Tip

- Students experiencing crisis, bullying, threats or who are aware of a threat can communicate with SafeUT in the following ways:
 - SafeUT Mobile App (call and chat functions)
 - Call Lifeline 1-800-273-8255 (routed to a UNI crisis counselor at the UNI CrisisLine)
 - Reporting via website will be available via individual school websites as schools onboard this function

Key Features of SafeUT

- Anonymous, confidential and password protected
- Real-time, two-way communication with SafeUT crisis counselors available 24/7
- Tips can be submitted with picture and/or video
- Mobile App works with Apple & Android devices
- Multiple languages available

SCHOOL DONATION NOTICE

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six, you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day. If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived. Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced-price meals or milk. Your school will give you information about applying for free or reduced-price meals and milk. All information which you provide in your application will be kept confidential. Fees may only be charged for programs offered before or after school, or during school vacations. If your child is eligible based on income verification or receives SSI payments (QUALIFIED CHILD WITH DISABILITIES), or if you are receiving TANF (currently qualified for financial assistance or food stamps) or if the child was placed in your home by the government as a foster child, the school must waive the fees. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you might be eligible for a waiver even if other eligibility criteria are not met. School funds are limited, and your school may need help. As a result, the school may ask you for tax deductible donations of school supplies, equipment, or money, but the school

cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). No child may be penalized for not donating. For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have donated.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed:

School telephone no.: 801-402-0400 Ask for: principal or assistant principal.

District telephone no.: 801-402-5252 Ask for: Dr. Gwen Hill, Area Director

Utah State Board of Education 250 East 500 South P.O. Box 144200 Salt Lake City, Utah 84114-4200 801-538-7830 USBE
4/15/13

SCOOTERS AND SKATE BOARDS

Scooters and skateboards are allowed, but they are not to be ridden on school property.

The use of electric or motorized bikes or scooters are prohibited on school property. It is expected that parents and students will abide by state and local laws regarding electric or motorized bikes and scooters on local streets and sidewalks.

SELLING ITEMS

The selling of items brought from home is strictly forbidden. Students may not bring items (treats, toys, jewelry, etc.) from home to sell to students during the school day.

SOCIAL MEDIA

Visit our school website at: <https://endeavour.davis.k12.ut.us/>

Follow us on Facebook, Instagram, and Twitter. Links are found on our school website.

District flyers are sent through Peachjar: <https://app.peachjar.com/flyers/all/schools/107561/>

TECHNOLOGY/INTERNET ACCESS/COMPUTERS

Students must sign an “[Acceptable Use Agreement](#)” form to have access to the technology in our building. The “[Acceptable Use Agreement](#)” form can be accessed through the child’s “MyDSD” account. 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.

TELEPHONE – OFFICE

Office phones are not available to arrange after school play time with friends. Student should arrange these play opportunities with parents at home.

TERM AND MID TERM DATES

The school year is divided up into Terms (4). Halfway between each term is a midterm date. At each term and midterm date, grade reports will be available through myDSD one week after term end.

TOYS (and electronic games)

All toys and electronic games should be left at home. Some of these games are highly sought after and are sometimes stolen. The school will not be responsible for the cost of stolen electronic games, nor will the school be expected to expend time, energy, and resources trying to recover stolen electronic items and apply consequences to the guilty party.

TRUST LANDS

Our Community Council works to spend Land Trust funds to support learning at Endeavour Elementary. You can visit our Community Council website for detailed information of our school goals and progress.

<https://endeavour.davis.k12.ut.us/school-information/community-council>

VANDALISM

Fines will be assessed for damages and violators will be referred to the proper authority.

VISITING CLASSROOMS

Parents and visitors are required show a valid ID and a nametag/badge for the duration of their time in the school.

VOLUNTEER

We LOVE our volunteers! Please check in at the office, show a valid ID (driver's license, etc.) and obtain a volunteer badge. We ask that you leave younger siblings at home. If that is not possible, the teacher can send work home so that the volunteer can help from home.

WEB PAGE- SCHOOL SITE

Our school web page is updated daily. Please bookmark our site and visit often: <https://endeavour.davis.k12.ut.us/>.

WEB PAGE – TEACHER SITES

- On many teacher pages you will find the following information:
 - Disclosure
 - Weekly Schedule
 - Newsletter Link
 - Calendar
 - Spelling/Vocabulary Lists
 - Homework Helps
 - Curriculum DESK Standards
- In addition, you may see upcoming events, math concepts, or other helpful hints for parents.

WELLNESS POLICY

<https://resources.finalseite.net/images/v1527282344/davisk12utus/obfe8jednwhlsnagcd4k/5S-302NutritionandPhysicalActivityWellnessPolicy.pdf>

To optimize student performance potential, the Board of Education of Davis School District (Board) promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The Board supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity.