

KAYSVILLE ELEMENTARY

Home of the Dragons

STUDENT-PARENT HANDBOOK

MESSAGE TO PARENTS

Dear Parents,

The Kaysville Elementary faculty and staff are privileged to serve your children. We are committed to excellence in education, knowing that all children can learn, that individuals learn in different ways, and that success in school can add to a child's feeling of self-worth. We want each child to succeed, to be motivated, challenged, and grow in academic ability, self-confidence, and respect for others.

Please review the contents of this handbook together with your child, and feel free to contact the school regarding any questions you may have. In addition to this information, you will receive periodic notes, emails and newsletters from me and other information from the PTA to keep you informed of important dates and events. There are many opportunities to volunteer at Kaysville Elementary. I would encourage you all to volunteer as your schedule allows. A background check is required to volunteer in the school.

Thank you for your support. We look forward to close working relationships and cooperation between educators, parents, and students.

Sincerely,

Mike Page, Principal

TABLE OF CONTENTS

ADA NOTICE	1
APPROPRIATE DRESS FOR PHYSICAL EDUCATION	1
ARRIVING AT SCHOOL AND SCHOOL BREAKFAST	1
ATTENDANCE AND PUNCTUALITY	1
BAD WEATHER DAYS	2
BEHAVIOR EXPECTATIONS (SEE DISCIPLINE AND CODE OF CONDUCT)	2
BICYCLES/ SCOOTERS	3
BIRTHDAYS	3
BUSES	3
CHILD ABUSE / NEGLECT	4
CHIP (UTAH’S CHILDREN’S HEALTH INSURANCE PROGRAM).....	4
CLOSING OF SCHOOL	4
COMMUNITY COUNCIL	4
CROSSWALKS / PEDESTRIAN SAFETY / SCHOOL ZONES.....	4
DIGITAL EQUIPMENT / BOOK REPLACEMENT	5
DISCRETIONARY PROTECTION PLAN FOR ELECTRONIC DEVICES	5
DISCIPLINE AND CODE OF CONDUCT	6
DISCIPLINE PROCEDURES	7
BULLYING AND HAZING.....	8
DISMISSAL FROM SCHOOL.....	9
DRESS CODE	10
DRILLS	10
DRIVERS AND STUDENT SAFETY	10
ELECTRONIC DEVICES	11
POTENTIAL DISCIPLINARY ACTION.....	11
EMERGENCY CONTACTS / RELEASE OF STUDENTS.....	12
FEES (SEE DSD ELEMENTARY SCHOOL FEE POLICY).....	12
FIELD TRIPS-EDUCATIONAL EXCURSIONS	12
GRIEVANCE PROCEDURES.....	12
HOMEWORK	12
ILLNESS	13
INVITATIONS	13
INCLEMENT WEATHER	13
INSURANCE.....	13
LIBRARY/TEXTBOOKS.....	13
LOST AND FOUND.....	14
SCHOOL LUNCH	14
MEDICATION.....	14
NUISANCE ITEMS	15
OFFICE HOURS.....	15
OPTIONAL CLUBS AND ACTIVITIES	15
PARENT TEACHER CONFERENCES (SEE SEP CONFERENCES).....	15
PARENT INFORMATION	15
PERSONAL POSSESSIONS	15
PETS IN SCHOOL.....	15

PLEDGE OF ALLEGIANCE	15
PTA.....	16
DEEP—DAVIS ENHANCE EDUCATION PROGRAM (AKA SEM, SCHOOL WIDE ENRICHMENT MODEL)	16
SEP CONFERENCES	16
SICK ROOM	16
SMART REPORT	16
SPECIAL HELP	16
STAYING AFTER SCHOOL.....	17
STUDENT INSURANCE	17
TELEPHONE USE.....	17
TRANSPORTATION	17
VISITORS	17
VISITING THE SCHOOL	17
VOLUNTEERS	18
HOW PARENTS CAN HELP	18
DISTRICT POLICIES.....	19
NOTICE OF NON-DISCRIMINATION	19
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES	20
SAFE AND ORDERLY SCHOOLS	20
DISRUPTION OF SCHOOL OPERATIONS.....	21
NONDISCRIMINATION IN DISCIPLINE	21
DUE PROCESS	21
AUTHORITY TO SUSPEND OR EXPEL	21
BULLYING/CYBER-BULLYING/HAZING/RETALIATION/ABUSIVE CONDUCT	21
SEARCH AND SEIZURE	22
EXTRACURRICULAR ACTIVITIES.....	22
COMPULSORY EDUCATION REQUIREMENT	22
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	22
RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT	24
PLEDGE OF ALLEGIANCE	24
PARENTAL RIGHTS IN PUBLIC EDUCATION.....	24
MEAL CHARGES IN SCHOOLS (SEE SCHOOL LUNCH).....	25
RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS.....	26
SCHOOL FEES IN ELEMENTARY	26

KAYSVILLE ELEMENTARY

School Phone: 801-402-3400
Attendance Line: 801-402-3406

INFORMATION AND POLICIES

ADA NOTICE

If you need an ADA accommodation, when you are at the school, please contact Steven Baker, Associate Director Human Resources, sbaker@dsmail.net or by phone 801-402-5315. We will make every attempt to provide reasonable accommodations.

APPROPRIATE DRESS FOR PHYSICAL EDUCATION

For safety reasons, students should wear tennis shoes or sneakers on their assigned P.E. day. If appropriate attire is not worn, the student may not be able to participate in their scheduled PE activity.

ARRIVING AT SCHOOL AND SCHOOL BREAKFAST

Children should not arrive at school prior to the beginning of school (see bell schedule). No playground supervision is provided before school until the buses arrive. The building opens for students to enter at 8:50 a.m. Students should not enter the school building prior to the first bell (unless eating breakfast). Students eating breakfast should enter the building through the front main doors of the school at 8:30 am. After students eat, they should exit the building using the front main doors to wait for the first bell to ring at 8:50 a.m. On good weather days, children are expected to stay outside until the first bell rings at 8:50 a.m. Inclement weather days, the children will be invited into the building to wait quietly for the first bell to ring.

ATTENDANCE AND PUNCTUALITY

Regular and consistent school attendance AND punctuality is essential for student growth and achievement. Success in school is dependent upon good attendance! In accordance with Utah State Law (Utah Code §53A-11-103) and Davis School District Policy, **it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day.** It is imperative, with the assistance of parents, children learn to be responsible in arriving to school on time. There should be no checking out of students for baby-sitting, shopping, or running errands.

While parents have the legal right to take their son or daughter out of school, they do not have the right to violate the state and district mandatory attendance law, which requires at least 90% attendance for each student – or not missing more than 18 days of school. Parents of students that are continually tardy or absent may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality.

After School

Teachers will not keep students after school unless parents have been notified or prior arrangements have been made. Students **must** be picked up or walk home promptly at the end of school at **3:30 Monday – Thursday** and **1:30 on Friday and Early Out days**. Students may not stay on school grounds unless they are under the supervision of an adult.

Before School

Students should not arrive at school before 8:30 for breakfast. Outside supervision of students, begins at 8:40. On good weather days, students line up at their assigned doors. On stormy days, students are invited into the building and sit in the hallway by their classroom until the bell rings.

Kaysville Elementary follows the district's Friday early out schedule. Fridays are often used as an assessment day; It is important for your student to be there all day on Fridays.

Bell Schedule

Morning Bell	8:50
Tardy Bell	8:55
<u>Dismissal</u>	
Mon-Thurs	3:30
Friday	1:30
Early Out Days	1:30

Leaving Early

If your student must leave before the school day ends, please come to the front door with your picture ID. We will verify that you are authorized to check out the student and will call the student to the office to check out. We do not send students home unattended. **Check outs should be kept to a minimum as it is disruptive to learning.**

Tardiness

The first bell rings at 8:50, school begins at 8:55 A.M. We feel it is imperative that every student arrives on time. This helps to set a routine of responsibility that can only benefit student success in school. Tardiness not only interrupts the individual student's education but the education of everyone in the class. All students arriving late **must sign in at the office before going to class.**

Vacations

If a student is absent for a family vacation or extended illness, teachers will provide the needed make-up work after the student arrives back at school. Please do not expect teachers to get material ready to take with you on your vacation.

BAD WEATHER DAYS

Recess breaks with fresh air, socializing, and exercise are important parts of each day. Please be certain that your **child is dressed appropriately for current weather conditions.** If we have severe weather such as high winds, bitter cold, heavy rain, or poor air quality days (we follow the "Recess Guidance for Schools" from the "Utah Department of Environmental Quality– Air Quality Division," which designates when indoor recess should occur due to high levels of particulate matter in the air), students will have an indoor recess. If a child has a medically diagnosed condition related to air-quality accommodations must be predetermined by the school nurse and administration.

BEHAVIOR EXPECTATIONS (SEE [DISCIPLINE AND CODE OF CONDUCT](#))

Good behavior is the focus at Kaysville Elementary! Each teacher has a discipline plan outlining expected student behaviors and consequences on their School Wires page. School-wide expectations are centered on good manners that promote a positive atmosphere in the school, and a respect for self and others.

Kaysville Elementary's Five Basic Rules:

- (1) Be Responsible
- (2) Be Respectful
- (3) Be Safe.
- (4) Be Kind.
- (5) Follow School-Wide Procedures.

Fighting, swearing, bullying, vandalizing, and stealing have serious consequences as do disrespectful comments and gestures. These actions could result in suspension or expulsion.

Positive Behavior Incentives

Dragon 100 Club

Students who display positive behaviors may receive a Dragon 100 ticket. These are given to students demonstrating respect for adults, self, and others; being responsible; and for being caught following

the code of conduct. Student names will be placed on the Dragon's Principal 100 Club Board in the commons. When all 100 spots are filled, or at the end of the month if they are not filled, 10 names will be randomly picked as our Dragon 100 Winners.

Individual Classroom Plans

Teachers use a positive reinforcement plan in their classroom. Teachers approach their individual classroom plans to suit the needs of their classroom and of each student, while having this flow in conjunction with the school-wide behavior plan.

Caught Showing Expected Behavior Coins

Classes will be given coins for showing expected behaviors in the halls, lunchroom, preps, assemblies, and other areas. When a class has collected 50 coins, they will receive recognition with a treat, prize, or activity from administration.

Positive Praise

Students receive positive statements from all staff members for making wise choices. Positive behaviors are recognized, and students are verbally praised for choosing to follow positive rules of conduct.

Pizza With the Principal

Each month the administration will celebrate student success associated with one of the four Kaysville Dragon's Code of Conduct. Students will be selected by their classroom teacher as the Student of the Month who exemplified that month's conduct of focus (kindness, safety, respect, or responsibility). Select students will be recognized on the Student of the Month Bulletin Board, be given a certificate and participate in a celebratory pizza party with administration. Guardians of selected students will be notified.

BICYCLES/ SCOOTERS

A bicycle rack is provided at the school. Students use this area at their own risk. Bicycles and scooters **should remain locked** on the bike racks during the day. For safety, students are asked to "walk their wheels" while on school property. We cannot assume responsibility for stolen or damaged bicycles or scooters.

BIRTHDAYS

The student's classroom teacher will share student birthdays are celebrated. Please check with your child's teacher if you would like to bring a treat to their class. There may be student allergies in the classroom. Anything brought into the school **cannot be homemade**, it must be purchased from a store.

BUSES

Buses are for students who live **1.5 or more miles from the school** according to district regulations. **Riding a bus is a privilege, not a right.** The driver is in charge and must have full cooperation from all students. Disorderly behavior will result in withdrawal of bus privileges. Specific regulations are stated in the "Transportation Safety Pamphlet." Repeated failure to observe rules or blatant disregard for rules will result in a referral to the Administration and possible loss of bus use.

The following guidelines apply:

1. Students should be off the pavement as the bus approaches.
2. Students should get on the bus in an orderly manner and be seated. They should not be standing while the bus is in motion. A seating chart may be issued by the bus driver.
3. Students should not place objects or body parts out of the windows of the bus or exit out the emergency door. Such action may result in automatic bus suspension.
4. No horseplay or harassment of students or the driver should take place. Students shall be courteous to the driver and fellow passengers.

5. Eating and drinking on the bus is not allowed.
6. Littering and vandalism is not allowed.
7. For everyone's safety, no item shall be carried on the bus, which could create a hazard to any passenger or driver.

Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

Please Note:

- Buses are not provided for students who attend Kaysville Elementary on a boundary variance.
- The Bus Loop at Kaysville Elementary is on the south-east side of the school building. Parents dropping off or picking up students are not to use the school's Bus Loop.
- Parents are encouraged to wait with their students at the designated bus stop each morning (and afternoon waiting for the bus to drop students off) to help ensure the safety of their children.
- Due to liability issues, **friends may NOT ride the school bus home with their friends.** Only bus eligible students should ride the school bus.

CHILD ABUSE / NEGLECT

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

CHIP (UTAH'S CHILDREN'S HEALTH INSURANCE PROGRAM)

CHIP is a state health insurance plan for children who qualify. Apply for CHIP during Open Enrollment. To find out when Open Enrollment will be held, watch, and listen for TV, radio, and other announcements. You may also call 1-877-KIDS-NOW (1-877-543-7669) or visit the CHIP website at <http://health.utah.gov/chip/>

CLOSING OF SCHOOL

During the school year, the school may have to cancel classes before the scheduled dismissal time of (M-Th @ 3:30 p.m., and Friday @ 1:30 p.m.) because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the closing of school, the following number and radio station will carry the announcement: Telephone - 801-402-5500 / Radio - KSL 1160. The district webpage at www.davis.k12.ut.us can also be accessed for current up to date information on potential school closures.

Students need to know where they should go in case of an early dismissal. Experience has shown that many parents fail to inform their child(ren) where they should go, in case of an emergency school closure. Phone lines become overloaded, making it so that parents cannot call in, and students cannot call out. Parents should arrange a contingency plan for such emergencies prior to school starting each fall to allow our phone lines to remain clear for emergency calls. Emergency contacts should be updated with the office as often as needed.

COMMUNITY COUNCIL

Our Community Council is composed of parents and school staff. Our Community Council meets several times throughout the school year for the purpose of school improvement. Anyone is welcome to attend these meetings, and agendas are posted to the school's website under "Parent Resources" twenty-four hours prior to each meeting. Matters for discussion may be added to the agenda by calling or e-mailing the council chair. For information on who the chair of the Community Council is please visit our Community Council Page on the school website.

CROSSWALKS / PEDESTRIAN SAFETY / SCHOOL ZONES

The safety of our students is one of our primary concerns. **Students should follow established walking routes.** Depending on where you live, your child should use designated crosswalks. It is important that

parents teach their children how to be safe pedestrians - looking in both directions before crossing, staying on sidewalks, crossing crosswalks, etc. Bicycles, roller blades, skateboards, shoes with wheels, and scooters should not be used on school grounds at any time. Please be aware of the posted flashing school speed zones, and please use caution when driving and/or parking around the perimeter of the school. It is best to drive 20 miles per hour or slower before and after school as there will be children present. Thank you for your help in keeping your children safe.

To visit our school's Safe Routes Utah Plan page, which encompass safe walking routes to school, please visit [Safe Routes Utah \(saferoutesutahmap.com\)](http://saferoutesutahmap.com)

DIGITAL EQUIPMENT / BOOK REPLACEMENT

Each student is responsible for a digital device, textbooks and library books issued to him/her. A replacement cost will be assessed if the student loses or damages, books, supplies, or equipment, owned by the school.

Parents **may** purchase a digital device protection plan from the school. The cost is \$25 for the school year (including summer school). Limit liability is \$250. Coverage includes repair or replacement of devices used by the student throughout the school year. The enrollment deadline for purchasing a protection plan is 2 weeks after the equipment issue date. Protection plan may not be purchased after damage has occurred.

DISCRETIONARY PROTECTION PLAN FOR ELECTRONIC DEVICES

Davis School District is providing a protection plan for students and parents. The Discretionary Protection Plan supports the Device Use Agreement and enrollment in the plan is discretionary with the understanding that if students/parents do not enroll in the protection plan, they will carry full liability for the device in the same way they do for other damaged or lost school property, such as textbooks.

Program Cost and Coverage

- Cost: \$25 per school year (includes summer school). This amount is nonrefundable and will not be prorated.
- Limit Liability: \$250
- Coverage: Repair or replacement of devices used by the student throughout the school year.
- Enrollment Deadline: The plan may not be purchased after damage has occurred, or beyond two weeks of equipment issue date.

Effective Coverage / Expiration Date

- Effective Date: Coverage begins when the \$25 is paid.
- Expiration Date: Coverage ends at the conclusion of school year (includes summer school)

Coverage

The Discretionary Device Protection Plan coverage includes:

- Accidental damage caused by liquid, spills, drops, or other unintentional events.
- Loss of device due to theft; claim must be accompanied by a valid police report. o If the device is later recovered the amount previously paid for replacement will be reimbursed.
- Damage caused by fire; claim must be accompanied by official fire report from investigating authority.
- Damage due to an electrical surge.
- Loss or damage caused by natural disasters.

Exclusions

The Discretionary Device Protection Plan coverage excludes:

- Damage caused by fraudulent, intentional, negligent, or criminal act. Students and parents will be responsible for the full amount of repair/replacement for damage or loss if the school determines the damage or loss to be fraudulent, intentional, negligent, or criminal.
- Consumables: Headphones, case, or software.
- "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software. Jailbreaking is a term used to describe a process by which normal manufacturer controls on the functionality of the device are bypassed. Jailbreaking of school-issued laptop devices is not permitted.

- Davis School District is not liable for any loss, damage (including incidental, consequential, or punitive damages), or expense caused directly or indirectly by the equipment.

DISCIPLINE AND CODE OF CONDUCT

Dragon Principles

Every person deserves to be respected, to feel safe, and be free from danger. Learning is enhanced in a safe environment. The establishment of academic and behavioral expectations enhances learning. Students will be expected to conduct themselves in respectful, responsible, and safe ways.

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

Kaysville Elementary's Five Basic Rules

1. Be Responsible
 2. Be Respectful
 3. Be Safe
 4. Be Kind
 5. Follow School-Wide Procedures.
- Fighting, swearing, bullying, vandalizing, and stealing have serious consequences as do disrespectful comments and gestures. These actions could result in suspension or expulsion.*

The Dragon Code of Respect

Respect Yourself, Other People, Property and Time

Respect Yourself

We respect ourselves by:

- Being honest
- Doing our best, striving for excellence
- Being safe
- Making wise choices
- Using good manners
- Taking responsibility for our actions

Respect Other People

We respect others by:

- Treating others as we would like to be treated.
- Being courteous and using kind words
- Listening when others are talking.
- Standing up for others
- Respecting and obeying teachers and other school workers' instructions
- Following the school rules
- Never bullying

Respect Property

We respect property by:

- Keeping personal spaces clean and returning items to their proper place
- Being responsible for our own possessions
- Picking up garbage on the ground or floor, even if we didn't drop it.
- Not taking the property of others
- Putting name on any items brought to school (such as a backpack, lunchbox, etc.)
- Treating the school building and grounds with pride

Respect Time

We respect time by:

- Working when it is time to work.
- Being on time to school
- Being in the right place at the right time
- Listening to instructions and directions

Reminders

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will build people up.
- I will be in the proper place at the proper time.
- I will walk in the building.
- I will use all materials and equipment properly.

PBIS Positive Behavior Incentive Strategies (see [Positive Behavior Incentives](#))

DISCIPLINE PROCEDURES

Classroom

The classroom teacher will outline specific expectations, procedures, and the teacher's classroom discipline plan.

The teacher will employ interventions and/or strategies to deal with behavior. Parent contact will be made for repeated negative behaviors.

When necessary, documentation and data will be used for further support of the student.

Behaviors which are dangerous or excessive disruption warrant an office referral. An explanation of the problem and the interventions applied will be given to the administration at the time of the referral. In some circumstances, teachers may make the judgment to refer a student directly to the office.

School Administration

Behaviors which are dangerous or excessively disruptive are referred to administration: *

Students will be brought directly to the office for any of the situations listed below.

An administrator will contact the parent(s) of those involved and make a record of the event. Based on the circumstances, appropriate action will be taken. The school has the option to refer students to District Case Management or to law enforcement agencies.

* Dangerous or disruptive behaviors include direct and willful disobedience, disrespect of school rules, policies, or authority, open defiance, fighting or assault, ethnic slurs, obscene gestures, inappropriate touching, damage to property, non-attendance, bullying, threatening, taunting, theft, profanity, leaving school without permission, illegal substances, weapons or their facsimiles, or other dangerous items.

Specialty Classes

The specialty teachers (Art, Computers, P.E., Music, etc.) and playground supervisors will refer students back to the classroom teacher for minor discipline infractions. Dangerous or disruptive behaviors may be referred to the office immediately.

Approach to Discipline:

Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. Confidentiality will be protected. Sarcasm and/or humiliation are not acceptable forms of discipline.

Students will be guided and expected to solve their own problems, or ones they create.

1. Students will be given the opportunity to make decisions and live with the consequences of those decisions.
2. Whenever possible, misbehavior will be handled with natural or logical consequences instead of punishment.
3. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
4. Students will always be given an opportunity to share "their side of the story."
5. School personnel will handle school related problems. Criminal behavior will result in a referral to district or other civil authorities.

6. The following considerations of a behavior will also be considered:
 - a. The precipitating events.
 - b. The child's intentions.
 - c. The personality, age, and temperament of the child.
 - d. Knowledge of what happened.
 - e. The damage or hurt caused by misbehavior or the rule violation.

Reasonable standards of behavior, which include an emphasis on safety, are always required of students. Programs and activities are implemented at the school that result in cooperation, collaboration, and teamwork while reducing acts of aggression.

The intent of this plan is to emphasize the teaching of good citizenship, social skills, and self-discipline. Good citizenship, social skills, and self-discipline will be reinforced by positive behavioral supports that are a part of the discipline plan, and through lessons taught by teachers and our school counselor. Ongoing support for the plan will occur during faculty meetings and other staff meetings.

In the case of a "Safe School" violation, or repeated inappropriate actions, suspension may be automatic and immediate. Determination of suspensions will be made by administration.

BULLYING AND HAZING

Kaysville Elementary engages in ongoing assessment of specific locations where bullying may be prevalent, where students may feel unsafe, or where additional supervision may be required.

Consequences of Bullying or Hazing

Teachers will work with students on an individual basis to help those who are victims of bullying and harassment. Teachers will communicate with parents when these issues arise, and continued problems of bullying and harassment will be referred to the administration.

Retaliation

Retaliation (also known as revenge) is a harmful action against a person or group as a response to a real or perceived grievance. Although many aspects of retaliation resemble the concept of justice, retaliation or revenge is never appropriate in a school setting. Students are responsible for their own actions, not those of someone else. **It is expected that students will demonstrate positive behavior even if someone else does not.** 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.***

Additional Information on Bullying – How parents can help.

Please ensure that your child knows and understands these simple-to-follow steps to help curb bullying.

1. **Don't Bully** – Each individual student can help stop bullying. The example set by you, through your actions, needs to describe that bullying is unacceptable, and will not be tolerated around you.
2. **Always Help Others** - Standing up to a bully can start with you. It is the right thing to do, and it will put a stop to bullying if one person, or many people stand up to the bully. As a bystander who sees bullying, you have the responsibility to help this other person.
3. **Stand Strong** –Target and bystander(s) - If you tell a bully to stop, you need to believe that he/she is going to stop. Your words and tone of voice need to reflect this belief that they will stop. Do not look down, away, or anywhere else. Look the bully right in the eyes, and say in a firm, strong voice, "I don't like what you are doing, you need to stop." If you yell this at the person bullying you, the bully has gotten what he/she wants - which is to bug you. Thus, the bully has taken your power. Practice saying this in your firm voice.

If you are a bystander – You need to be smart when you approach a bully. If you feel you could be hurt, do not walk into the situation alone. If you feel safe enough to approach the bully alone, (which is a very brave thing to do), you need to walk up, and stand by the person being bullied, NOT standing by the bully. You can state to the bully, “knock it off,” “leave him/her alone,” “you’re not being nice, and we don’t treat students that way here at Kaysville,” whatever it might be, then ask the person who was being bullied to walk away with you. (Then go to step 4).

It is important to never approach this situation with aggressive words or body language. (Aggressive body language would be showing fists, pushing, shoving, etc.) This will just make the situation worse and could likely cause a fight between you and the person bullying.

If you feel that you may need a group to approach the person who is bullying, ask a few people around you to come with you and help. There’s always strength in numbers. With these people, walk up behind the target, tell the bully to stop, and ask the target to come with the group. (Again, it is important to never approach this situation with aggressive words or body language).

1. **Stay Away** – Someone who is bullying wants a reaction; they want you and others to notice what they are doing. If you do not give them this reaction, often they will find someone else who will react. Tell the bully to Stop, then Walk Away. If the bully leaves you alone at this point, and does not physically hurt you, you handle this yourself, and it is over. Remember to let your parents know what happened, and that you handled it. They need to know in case it happens again. If you were physically bullied, find an adult immediately after going through these steps. If the bully bullies again after you have told them to stop, even if it has been a week, you need to go directly to an adult and report what has happened.
2. **Get Adult Help** –If you have asked a bully to stop, and walked away from it, but it does not stop, you are not “telling” on them, you’re “reporting” based on you trying to stop it first. If you have told them to stop, and they do not - he/she will not stop unless you get adult help. Getting an adult must happen to let the bully know that you are not playing around, and you seriously want this to stop.

If, at any point, you feel that you are threatened or in danger, please contact an adult immediately.

DISMISSAL FROM SCHOOL

Students are **NEVER TO LEAVE the school building unless it is through the school office**. We cannot be too careful on this matter. For the safety of our students, children who leave school at a time other than regular dismissal times, are to be dismissed to parents, guardians, or authorized adults only. This must be done through the Kaysville Elementary School office. This dismissal process will consist of:

1. **Parents/Guardians/Authorized Adults must come to the office with picture ID and sign their student out.** It is not safe for us to release students over the phone, so we ask your compliance with this request. Your child cannot be released from the classroom until you arrive in the office to sign him/her out. Notes carried by students with specific checkout time is discouraged.
2. The student will be called to the office.
3. The student will walk to the office to meet the parent/guardian/authorized adult.
4. The office staff will sign student out after parent/guardian ID has been verified.
5. The parent /guardian/authorized adult and student will leave the building together.
6. Please be aware that parents/guardians will be asked to show proper identification before having a child released to them.
7. If you have someone other than a parent/guardian checking out your child, please ensure that they are listed as an “Emergency Contact” and inform them they will need to show proper identification.
- 8.

DRESS CODE

Students should come to school appropriately dressed for learning. School officials may prohibit the following types of clothing at school or school activities: Extreme, slovenly or vulgar clothing, including but not limited to, baggy or “sagging” pants or shorts, excessively oversized jackets or coats, inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.; clothing that is torn ripped or frayed; cross-dressing; bare or stocking feet; clothing which displays obscene, vulgar, lewd or sexually explicit words, messages or pictures; hats, bandannas, or head scarves, clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelets or chokers, chains on wallets or belts, etc.; exaggerated cosmetics and body paint; exaggerated body piercing; clothing that exposes bare midriffs, buttocks or undergarments; tank tops, halter tops, spaghetti straps, or other low-cut, off the shoulder clothing; clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs); belts worn excessively long in the front and hanging on either side; belt buckles with the initials of the person or gang etched on it; any item that is a representation of a gang. Dress code violations will be handled on a case-by-case basis.

When attending school events, guardians and family members are asked to be conscientious of their attire and considerate of maintaining an appropriate school environment.

DRILLS

Emergency drills are conducted periodically according to state and district regulations. Emergency drills are required to be performed once a month. Teachers will review designated safety routes and emergency response protocols. Emergency evacuation routes and procedures are posted in each room. In addition, each classroom has an emergency backpack with basic supplies. In the event of having to evacuate the school, our alternate location for housing students is the Rock Chapel located just southeast of the school.

DRIVERS AND STUDENT SAFETY

The **North Parking Lot has been turned into a drop-off / pick-up area**. Please follow the directions that have been painted on the ground to help with the flow of traffic. Please do not let your child exit your vehicle if you are in the pull through lane. In addition, due to the steep decline (upon entering) and the steep incline (while exiting) of the North Parking Lot, please ensure that you have tires that can easily enter and exit the lot. Please use extreme caution, especially during the winter months. We do not want cars sliding into each other, and we especially do not want any students to become hurt.

Drivers should also exercise caution around the school. Please inform anyone who might be driving students to and/or from school (grandparents, siblings, babysitters) of the following safety precautions:

1. **Red zones** are for emergency vehicle access and must always be kept clear.
2. **Drop-off curbs** that surround the entire block that our school sits on can be used for student drop-offs and pick-ups. Do not leave cars unattended in these areas.
3. **Bus Zones** are for school buses only — private vehicles should not use the bus zone before or after school when buses are present or are on their way to the school for drop-off or pick-up.
4. Drivers are required to **follow all "signage"** instructions.
5. Students are not allowed to be in the parking lot unattended — an adult must accompany them.
6. Students **must use crosswalks** in busy streets.
7. Please use the roads that are adjacent to and surrounding the school for drop-off and pick-up of students. It is extremely dangerous to have students crossing the road to get to school or to get to their ride home.
8. When using the **North Parking Lot for drop-off and pick-up**, please instruct your child to wait on the curb until they see your car in the correct lane.
9. As there most likely will be many parents using the North Parking Lot, parents are urged to find a location on the city block that our school sits on and use that area for drop-off and pick-up.

ELECTRONIC DEVICES

Students may possess cell phones at school subject to the following:

- Cell phones and Apple watches **may only be used before the first morning bell and after the last bell.**
- All cell phones must be **turned off and stored in student back packs** or their teacher's desk during the school day.
- **Smartwatches** (Apple, Gabb watches, etc.) may be worn on the wrist with prior approval. Approval is only granted if the watch is solely being used for the purpose of a watch.
- If a student misuses the watch during school hours to phone or message, the student will be required to keep their watch turned off and stored in their backpack.
- Students shall be solely responsible for the security of their cell phones and Apple watches. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with cell phones.

Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during Utah Performance Assessment System for Students unless specifically allowed by law, student IEP (Individualized Education Program), or assessment directions.

Confiscation

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.*

Security of Devices

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume any responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non- owners, device owners are jointly responsible for the misuse or policy violation(s).

Prohibitions On Audio Recording

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

POTENTIAL DISCIPLINARY ACTION

- At the discretion of administration, violation of this policy may result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.
- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device for increasing periods of time for subsequent violations.
 - In-school suspension.
 - Out of school suspension.
 - Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

Exceptions

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP.
- The use is at the direction of a teacher for educational purposes.

- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

EMERGENCY CONTACTS / RELEASE OF STUDENTS

It is vitally important that parents and guardians **keep the school informed** as to current emergency contacts (including when parents leave on vacation and leave their children in the care of another adult). When filling out the registration cards in the spring of each year and when registering a new student, please include home and cell number for parents, and phone number for several relatives or friends. These secondary contacts should be people you would be comfortable releasing your child to in case of an emergency. If any of these names or numbers should change, please notify the school office immediately. **We will not release your child to anyone not designated by you as listed on the emergency contact list.**

FEES (SEE [DSD ELEMENTARY SCHOOL FEE POLICY](#))

At the elementary level, no fees can be assessed in the State of Utah for curricular and or school day events. However, the school can ask for a contribution for classroom supplies, kindergarten snack fund, field trips, or special occasion gifts, i.e., Mother's Day, Father's Day, etc. Please know that this is a voluntary donation. 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.

Optional activities, such as Choir, robotics, the school play, etc. may have a fee.

FIELD TRIPS-EDUCATIONAL EXCURSIONS

Kaysville Elementary teachers may plan field trips away from school. A parent or guardian must sign a permission slip before a student can go on a school trip. In rare cases, verbal permission over the phone may be used to allow a student to attend a planned field trip. A limited number of parent chaperones who have cleared the districts background check may be asked to accompany the class on the trip. In some cases, not all parents who are willing to attend will be able to do so.

Chaperones must have a cleared background check from the district, follow school rules and accept the responsibility of following the procedures set forth by the teachers. Pre-school age children may not attend field trips, as this interferes with a parent's ability to help monitor the students of the class. Students are expected to exhibit excellent behavior as they represent Kaysville Elementary away from school.

GRIEVANCE PROCEDURES

The proper channel to address a problem at school is first with the classroom teacher, second with the school principal, and then at the district level. It is the belief of the school administration that each problem can have a positive solution. Through appropriate communication, solutions with a win-win dimension can always be found.

HOMEWORK

Homework encourages students to work independently, to accept responsibility, and to develop self-discipline. Students often need additional time outside of school to expand on the groundwork laid in class. Help your children with assignments but do not take responsibility from them. The grade-level multiplied by 10 minutes is a good measure of time for homework. If children exceed this amount of time on a regular basis or are having unusual difficulty with assignments, please contact the teacher.

Students who are absent for the day or an extended amount of time, should adhere to their classroom teacher's protocols for making up missing schoolwork.

If your child is struggling with the amount of homework that they are assigned, please contact your child's teacher so that appropriate and educational adjustments can be made.

ILLNESS

Because parents/guardians, many times, must make decisions regarding the daily health status of students, it is necessary to outline specific illness conditions that would warrant exclusion from school. This protocol should be used as a guideline as to when you should not send your student to school. It is a parent's responsibility to keep their student at home when any illness starts.

Communicable diseases are most infectious at the onset. Below is a list of reasons for keeping your student home from school:

- Temperature of 99.4 or higher
- Nausea, vomiting or severe abdominal pain.
- Diarrhea
- Marked drowsiness.
- Sore throat, acute cold or persistent cough
- Red, inflamed or draining eyes.
- Thick, runny yellow/green mucus from mouth, nose, or ears
- Earache
- Severe skin rashes or eruptions (non-acne related)
- Swollen glands around jaw, neck, or ears
- Suspected scabies, any skin lesion in the weeping stage, impetigo, ringworm
- Lice (must have treatment and be nit-free prior to re-entry at school)
- Any other symptoms suggesting acute illness.

If a student comes to school with any of the above symptoms or develops any of these symptoms during the day:

- Students will be isolated from others.
- Parent/guardian will be called and asked to take the student home.
- If the parent/guardian cannot be reached, staff will call the designated emergency contact person(s) on student's registration card to come pick them up.

INVITATIONS

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that **all children in the class are invited**. Otherwise, please make other arrangements to distribute invitations outside school hours.

INCLEMENT WEATHER

Students are expected to play outdoors during recess unless it is very wet and/or extremely cold. Please see that **your child is dressed appropriately**. All outer wear clothing should be marked with the student's name.

INSURANCE

Insurance is available to all students through the school at the beginning of the school year. Coverage becomes effective when the premium is received by the company. If you are interested, there is a link under Resource on our school web page.

LIBRARY/TEXTBOOKS

The school board accepts responsibility for providing students with library books and textbooks. Care of these books is the responsibility of the student. Parents are responsible for the cost of lost and/or damaged books. Writing in books is not permitted.

LOST AND FOUND

All found items are placed in the lost and found boxes, located at the school. The school cannot assume responsibility for student losses. Proper marking of individual property can reduce these potential losses. Please have your child check the lost and found often. Items left will be donated periodically.

SCHOOL LUNCH

All money for school meals will be processed at Davis Nutrition Services in Clearfield. They will require advance payment (check, money order, Visa, MasterCard, automated monthly check debits, or cash) which may be paid weekly, monthly by the term, or by the year. ***It is the parent's responsibility to keep accounts current since lunches cannot be provided to students without money in their account.***

All Free or Reduced Lunch forms will need to be accessed by parents through a myDSD guardian account. **It is important to note that parents are responsible for payment of school breakfast and/or lunch during the approval process for Free or Reduced lunch.**

Lunch payments can be made online using a myDSD guardian account. For more information visit the district's webpage at www.davis.k12.ut.us, click on the "Departments" tab, and then on "Nutrition Services."

Breakfast will be served daily between 8:30 and 8:45 a.m. **Students coming for breakfast should enter and exit the school using the front main doors.**

Lunch Prices for Elementary (see [DSD Meal Charges in Schools](#))

\$ 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

Free and Reduced Lunch Application Information

To Apply for Free or Reduced-Price School Meals use the following link:

<https://mysds.davis.k12.ut.us/lunchapplication>

1. Sign in with your guardian account (email address and password). If you do not have a guardian account, click on create an account now.
2. You will need an email address, student ID number, and PIN number. For help with creating a guardian account call 801-402-5600.
3. After logging in to your guardian account, check to make sure all your students are listed before continuing with the application. If all students are showing, click on the "Begin Application" button.
4. Fill out the application and submit. Please contact the nutrition services office at jadavis@dsdmail.net with any questions before submitting the application. Once submitted you cannot go back to make changes.

A letter will be sent via your email to notify you when your application has been processed.

MEDICATION

The school is not allowed to dispense any non-prescription medication to students. However, if you feel your student has sufficient maturity, he/she may carry **one day's dosage** of medication with them and self-administer. If your student must consistently take daily medication during the school day, please contact the school for special arrangements, as the school is not allowed to dispense prescribed medication without proper documentation through the school nurse.

NUISANCE ITEMS

Toys, radios, electronic games, cell phones, walkie-talkies, pocketknives, trading cards, roller blades, shoes with wheels, etc. **should not be brought to school.** These items are a cause of concern and can disrupt school. The teacher, administrator, or staff may take these items from students and return them only to the parent.

OFFICE HOURS

The office is open on school days from **8:15 a.m. to 3:45 p.m.** Monday-Thursday and **2:00 p.m.** on Friday and Early Out days. School administration and office staff will be happy to help you with any questions or concerns you may have. Please call to schedule an appointment if you would like to meet with the principal. **Parents must make every effort to pick up their child(ren) promptly after school if they are being transported by vehicle.**

OPTIONAL CLUBS AND ACTIVITIES

Kaysville Elementary has various clubs and activities supervised by community volunteers. These optional clubs and activities, such as, choir, robotics, school play, and other programs should only be attended by participants – siblings not participating are not allowed at school before and after school. Childcare or supervision of non-participants is NOT provided.

PARENT TEACHER CONFERENCES ([SEE SEP CONFERENCES](#))

PARENT INFORMATION

Informative newsletters (Dragon News) will be sent home via email. These emails contain valuable information. Please refer to these newsletters/emails for upcoming events and important information. If you would like a hard copy of the Dragon News, please stop by the office so that a copy can be provided to you.

PERSONAL POSSESSIONS

Please label your child's possessions so that lost items may be returned. Do not write the phone number or name where it is visible on personal possessions for safety reasons. The school is not responsible for lost or damaged items.

PETS IN SCHOOL

The Health Code prohibits dogs and cats on school property. The code allows for animals in the classroom if the animal is associated with an approved curriculum event and pre-approval has been given from the classroom teacher and administration. When the event is concluded, the animal should be removed from the school.

PLEDGE OF ALLEGIANCE

Utah State Code 53A-13-101.6 and Administrative Code R277-475 state the following:

“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.”

The Administrative Code allows a school to require an annual written request from the student's parent to excuse the student from reciting the Pledge. If you do not wish to have your child repeat the Pledge of Allegiance, then **a written request to excuse your student from reciting the Pledge shall be submitted annually to the school office.**

PTA

The Kaysville Elementary Parent Teacher Organization is a vital part of our school and serves students in a variety of ways. Please support this active energetic organization by volunteering time in one or more of the worthwhile projects sponsored by the PTA.

DEEP—Davis Enhance Education Program (aka SEM, SCHOOL WIDE ENRICHMENT MODEL)

Services for students needing academic enrichment are available through the school-wide Enrichment Model (S.E.M.). Students are placed in this pull-program based on the following criteria:

1. Above average ability
2. Task commitment
3. Creativity
4. Leadership
5. Good Behavior
6. Work completed in class.

SEP CONFERENCES

SEP conferences are held two times during the school year. During conference times, student successes are celebrated, and individual goals are set. Students are asked to attend the SEP Conference with their parents and teacher. Parents will schedule SEP Conferences online. In addition to conference times, please feel welcome to contact your child's teacher any time you may have a concern. Conferences will be 15 minutes in length. Conferences may be held through Zoom. You may request an in-person conference with your student's teacher.

SICK ROOM

The sick room is available on a **temporary** basis for those students who are sick until a parent arrives to pick up student.

SMART REPORT

The SMART REPORT is used to report on your student's progress each quarter. This report is based on the child's mastery of standards, and not on a less meaningful "point" or "grade" system. Under this system, students are working toward and graded on whether they have mastered the required concepts, not on accumulating points. Students are also assessed quarterly in the key areas of responsibility, timely completion of assignments, and behavior, which are recorded separately from the academic assessment.

For many assignments and assessments, teachers use a rubric like the following:

1. The student addresses all-important aspects of the construct or topic; the student exhibits no major errors or omissions; the student works on the task independently.
2. The student attempts to address the important aspects of the construct or topic; the student is only partially successful due to some major errors or omissions; the student works on the task independently.
3. The student is unable to address the important aspects of the construct or topic; even when prompted and provided with help, the student cannot perform a rough approximation of the task.
4. The student makes no attempt; no judgment can be made.

SPECIAL HELP

The school provides services in speech and hearing, social and behavioral intervention, and academic remediation through a Resource Program and a "Local Case Management Team." The Local Case Management Team meets frequently at Kaysville Elementary to address student needs. If you have questions regarding these services, please call the school.

STAYING AFTER SCHOOL

Students must ride the bus (if bus eligible), be picked up, or walk home promptly at the end of school and may not stay on school grounds unless they are under the direct supervision of a teacher or their parent. Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted, and permission is given. Staff should not be asked to watch your child after school hours!

STUDENT INSURANCE

Parents may purchase student accident insurance at the beginning of the school year. Families who do not have adequate family insurance coverage are encouraged to take student accident insurance, since the district/school does not carry insurance on individual students. Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student's insurance company. For information on acquiring student insurance please visit <http://www.studentinsurance-kk.com>.

TELEPHONE USE

The telephone is for *emergency use only*. **After school arrangements should be made at home and NOT at school.** To decrease interruptions to your child's education, incoming messages to students are delivered at the end of the school day by the office staff at Kaysville Elementary to minimize disruptions to the classroom. We ask that you please refrain from calling your student out of class to receive phone calls as this disrupts the educational school day.

TRANSPORTATION

Students riding on buses must be on the bus within seven minutes of the dismissal bell. Parents, to eliminate safety hazards, use the north, west, or south side of the school (along the curb) for drop off and pick up or in the North Parking Lot. No vehicles should be in the bus loop located on the east side of the school until all buses have left. Please be considerate of our neighbors, their yards, and driveways, and use extreme caution when driving a vehicle around or near the school.

VISITORS

Visitors must check in with the office. If a parent wishes to visit a classroom, they must make an appointment with the administration. If you wish to have a conference with a teacher, please make an appointment. Visitors need to check in at the office with their picture ID and pick up a badge. School-age relatives and friends who do not attend our school may not attend class with your student.

VISITING THE SCHOOL

It is our goal to have all students feel safe at school, both physically and emotionally. We understand that this is necessary for our students to fully engage in the learning taking place in the classroom. We have been diligent in putting procedures and protocols in place that heighten security at our school.

The district has installed secured vestibules in all schools.

- All visitors will have to show picture identification each time they come to the school to check out a child or to volunteer in the classroom. We suggest that you take a picture of your license, so you always have it available on your phone.
- For classroom programs or other school activities, parents, grandparents, etc. will have to bring a ticket issued from the school to attend the school function. Any adult without a ticket will have to check in at the office and show their picture ID.

We appreciate the support of our parents and community members as we do what is best for our students.

VOLUNTEERS

Security is of the utmost importance at Kaysville Elementary. Parent Volunteers must pass a background check. Parents need to call the district HR department to make an appointment. 801- 402-5261.

All volunteers must show their picture ID to enter the building. We recommend you take a picture of your license, so it is available on your cell phone. Please sign in on the computer in the office and pick up a badge to wear while you are in the building. When you leave, please sign out on the computer in the office.

HOW PARENTS CAN HELP

Parents can do their part to help make the educational setting more productive and meaningful for students by joining in a partnership with the school.

1. Help children come to school feeling good about themselves.
2. Omit early check outs, and absences not due to illness.
3. Cooperate with the teacher to make schoolwork important and effective.
4. Provide children with suitable study conditions.
5. Show interest in what your children are doing, but do not do the work for them.
6. Reserve time for homework and turn off all electronic devices.
7. Understand that teachers expect homework to be returned on time. Help your child learn the life-long lesson of managing time wisely by encouraging your child to complete their assignments.
8. Participate in the school and become a volunteer.
9. Attend school programs and activities.
10. Support your children by helping them understand their responsibility in having a successful and productive school year.
11. Make sure your children arrive at school on time each day.
12. Expect your children to be in attendance when they are well. Limit early check-out and absences not due to illness.

PLEASE NOTE: All individuals, including parents, visitors, and volunteers are required to show respect in words and action while at Kaysville Elementary. Disrespectful adults will be asked to leave the building. Those adults showing patterns of disrespect, or single acts of disrespect that rise to the level of verbal threats or profanity, will not be allowed access to Kaysville Elementary or its school grounds.

Support our School!

There Are Many Different Ways to Help Support our School - Visit www.Target.com/redcard and sign up for a Target Rewards Card, and designate Kaysville Elementary as your school of choice. Target will donate up to 1% of your RED card purchases to our school!

Scan grocery receipts for **Box Tops** coupons from hundreds of participating **General Mills** with products with the original Box Tops program. Box Tops are worth 10¢ each.

If you shop at **Smiths**, simply go online to www.smithsfoodanddrug.com or call 1-800-764-8897 and attach a your “Fresh Rewards” card to Kaysville Elementary and a portion of your proceeds will come back to our school.

The following information is provided to all parents, guardians, and students of Kaysville Elementary and Davis School District.

DISTRICT POLICIES

NOTICE OF NON-DISCRIMINATION

Davis School District and Kaysville 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 based on 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 111R-100 prohibits harassment and discrimination against students based on race, color, national origin, religion, sex, or disability (“Protected Class”).

Complaints of harassment or discrimination against students based on 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

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

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

Information or complaints about discrimination based on 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

Information or complaints about discrimination based on 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

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 [name of your school] will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator [name and school phone number], 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 AND ORDERLY SCHOOLS

It is the policy of the Davis School District and [name of your school] 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 Kaysville Elementary and 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 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](#). Kaysville Elementary policy may be found at [Policies - Kaysville Elementary School \(davis.k12.ut.us\)](#) 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 [name of your school]. 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 record 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 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 **Kaysville 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 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 student is 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. **Kaysville 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

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.

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and **Kaysville 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 (SEE [SCHOOL LUNCH](#))

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.

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.

SCHOOL FEES IN ELEMENTARY

Elementary School Notice Requirements

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](#)**