



# South Weber Elementary Handbook

## Policies and Procedures

Updated 6/24/2021. This document is updated as necessary. For the most up to date information, please

visit our website at <https://southweber.davis.k12.ut.us/school-information/handbook-policies-and-procedures>

### **Attendance**

Regular school attendance is essential for student growth and achievement. Parents play a key role in ensuring their children are at school on time and ready to learn. We ask parents to please keep early checkouts to a minimum. Missing school for reasons other than illness sends the message that school is not very important. In addition, the effects of lost instructional time compound when students are frequently absent, tardy, or checked out of school early. Research shows that students with good attendance are more likely to graduate from college. South Weber Elementary has set a goal to eliminate all chronic absenteeism. Chronic absenteeism is defined as being absent for 10% or more days in a year. Thank you for helping your students achieve this goal!

### **Arriving at School**

The school day begins at 9:00 a.m. Supervision of students is provided at 8:45 a.m., 15 minutes prior to the start of school. Due to the windy mornings, all students are asked to come directly into each building to wait until the first bell rings.

### **Tardiness**

The first bell rings at 8:55, and school begins at 9:00 a.m. Please set a routine that allows your student to arrive at school on time. Students arriving late must check in at the office prior to going to class. If your student has not arrived at school by 10:00 a.m., an automated call will be generated letting you know your student has not arrived. When the student checks in upon arriving, the absence will change to a late.

### **Leaving School**

If students are being checked out of school early, they must be signed out at the office by a parent or other designated adult who is listed as an emergency contact. All adults are required to show picture ID. In an emergency, you may call the school, and we will have your student excused from class and waiting for you in the office. However, you must still come into the building to sign your student out and show picture I.D.

### **Attendance Letters**

Attendance letters are automatically generated when a student has missed a certain number of school days. Please do not be offended by these letters! The letters are part of district policy and help parents track the number of days their child has been absent. We realize that some absences are due to illness and other extenuating family circumstances. It is helpful, though, to see how quickly absences can add up. If your child is having a hard time coming to school regularly or on time, we would like the opportunity to meet together to create a plan that can help your child be successful.

### **Attendance and Grades**

PE, Music, and Computers are participation-based classes. Grades will be lowered by .25 for students who are absent for four or more class periods during a term.

## **Behavior Plan**

The purpose of South Weber Elementary's Behavior Plan is to help students achieve their educational goals. This plan is based on the premise that every person deserves to be respected, to feel safe, and to be free from danger. Students attend school to learn, and learning is enhanced in an environment where students are physically and emotionally safe. Students thrive in an environment where academic and behavioral expectations are clearly established. The goal of SWE's Behavior Plan is to establish clear academic and behavioral expectations and to give students the tools they need to act safely, respectfully, and responsibly to develop the attributes of good citizenship. Our plan is based on three overarching expectations, as identified below, and outlines the steps South Weber Elementary will take to achieve the goals of our plan. Instruction in appropriate behaviors and positive reinforcements are essential elements to our plan.

### **SWE Expectations**

#### **1. BE SAFE**

- Follow directions first time given.
- Be in the right place at the right time doing the right thing.
- Use materials properly.

#### **2. BE RESPECTFUL.**

- Be kind.
- Keep hands and feet to self.
- Help others.
- Share with others.

#### **3. BE RESPONSIBLE.**

- Stay on task.
- Give your best effort.
- Be prepared.
- Help everyone LEARN!



These rules are displayed throughout the school. All staff members will be trained annually on behavior expectations and the school's behavior plan. This plan is based on the principles of PBIS (Positive Behavioral Interventions and Supports). According to pbis.org, *"The school-wide application of **positive behavior support (PBS)** is a prevention-oriented approach to student discipline that is characterized by its focus on defining and teaching behavioral expectations and using Restorative Practices to give students the tools needed to build healthy relationships. Also important is rewarding appropriate behaviors, continual evaluation of the plan's effectiveness, and the integration of supports for individuals, groups, the school as a whole, and school/family/community partnerships."*

### **Steps of the Plan**

- **Teach SWE Expectations and Safe School Rules:**
  - Administration and teachers will teach the three expectations (Be Safe, Be Respectful, and Be Responsible) and how they apply at different locations within the school.
  - Administration will teach safe school rules, with their accompanying consequences, to all grade levels at the beginning of the school year. Rules will be retaught as needed during the year.
- **Teach Positive Behaviors through Social Emotional Learning (SEL):**
  - Students will be taught strategies for acquiring the five core competencies of SEL. These competencies are: Self-Awareness (I know myself), Self-Management (I am in charge of myself), Social Awareness (I care about others), Relationship Skills (I work to have healthy relationships), and Responsible Decision Making (I can make smart choices). These competencies will be developed through a monthly focus identified by our school's SEL Team. This focus will be taught and reinforced through counselor's

lessons, SWKN news broadcasts, classroom lessons and community building, grade-level discussions with the Principal, Mindfulness, and messages/activities from our Junior Hope Squad.

- Teachers will receive professional development throughout the year on strategies and activities that promote SEL in the classroom.

- **Teach DSD Comprehensive Counseling and Guidance Curriculum:**

- Our school counselor will use the DSD Comprehensive Counseling and Guidance Curriculum to teach lessons in the classroom. This curriculum emphasizes the DESK standards: *1. Increase Self-Awareness, 2. Develop Self-Management Skills, 3. Increase Social Awareness and Management Skills, and 4. Encourage Student Achievement*. The principles of SEL and Mindfulness will be used to teach this curriculum.

- **Promote a Culture of Bullying Prevention:**

- Our school counselor will include anti-bullying lessons in the classroom curriculum. Implementation of our monthly behavior focus and SEL will also help promote a culture of kindness.

- **Reteach as Needed:**

- Policies, procedures, and rules will be reviewed and retaught as needed.
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- **Reward Positive Behaviors:**

- TCWs, Weekly Drawings, 200 Club, and Positive Behavior Reward Assemblies/Activities will be used to recognize and reward positive behaviors.

- **Implement Restorative Practices:**

- When possible, students will be guided in resolving discipline issues by using the principles of Restorative Practices. This model helps develop empathy in our students by focusing on the harm that has been done and how it can be repaired. Sometimes other discipline measures are also required, but our top priorities are teaching appropriate behaviors and making restoration.

- **Implement Disciplinary Actions:**

- Some behaviors rise to a level of seriousness that require one or more of the following disciplinary actions, in addition to reteaching and use of restorative practices: loss of privileges, Discipline Ticket (DT), office referral, conference with parent-teacher-student-administration, behavior interventions, Local Case Management consultation, in school suspension, out of school suspension, expulsion, referral to District Case Management, and referral to law enforcement authorities.
- Due process, as outlined in the district's student discipline policy, will be followed with disciplinary actions.
- Violations of Safe School Rules are referred to District Case Management.
- Retaliation is a serious offense and will result in serious consequences.

- **Evaluate the Plan:**

- The school SEL Team will meet monthly to direct the execution of the behavior plan. The committee will establish criteria for evaluating the success of the plan at the end of the year, as directed in our School Improvement Plan.

### **DESCRIPTION OF POSITIVE BEHAVIOR REWARDS**

- **Totally Cool Windjammer (TCW) Tickets and 200 Club (*individual reward*):**

These reward tickets are given to students who show the ability to be SAFE, RESPECTFUL, and RESPONSIBLE.

TCWs may be given to students by any adult who witnesses positive behaviors focused on these three expectations.

*White copy – posted on 200 Club board*

*Yellow copy – placed in TCW grade-level boxes (for weekly drawings)*

*Pink copy – goes home with student*

- **Friday drawing for students and teachers:** A TCW drawing will be held each Friday. The winning students will come to the office during recess and pick a prize.
- **200 Club:** When all the slots on the 200 Club board are filled with TCW tickets, rows are randomly selected and highlighted. Students whose tickets are on these rows are recognized and receive a reward.
- **Monthly Principal Award:**  
Once a month, each teacher will select one student from their class to celebrate with the principal. We will be recognizing students who are working hard to be their best selves and who are a great example of our school focus areas. Certificates highlighting each student will be posted in both buildings and will be given to students at our MVP celebration.

### **SAFE SCHOOL VIOLATIONS**

As per District mandate, we are required to implement the Safe School Policy. The following behaviors will not be tolerated: fighting, obscene language, bullying (physical and verbal), obscene gestures, hazing, retaliation, sexual harassment, destruction of school property, and weapons – pretend or real. We instruct students to tell an adult when they see or are involved in conflicts with other children. Students who violate this policy will receive disciplinary consequences as per Safe School requirements.

### **Bicycle and Scooter Safety**

Bicycle racks are located north of the 3-6 building and east of the K-2 building. We cannot assume responsibility for stolen or damaged bicycles. Students riding bicycles to school must adhere to the following procedures:

1. Follow all riding, safety, and courtesy rules, including the wearing of helmets.
2. Walk (not ride) bicycles and scooters on school grounds before, during, and after school.
3. Park and lock bicycles and scooters **in the bicycle racks** during the school day.

### **Birthday Celebrations**

We want to recognize each student's birthday at South Weber Elementary. If you wish to send a birthday treat for all students in your student's class, please note that the State Health Department prohibits treats prepared at home. All other forms of celebration such as balloon bouquets, flowers, birthday party invitations, banners, etc... should be done outside of school. Large surprise parties take valuable time away from learning and are discouraged.

### **Bus Eligibility**

The District Transportation Department provides buses for students living more than 1.5 miles from the school. In the event that additional space is available, applications for a bus variance will be accepted and considered. (after October 1<sup>st</sup> of each year) Students must have a bus pass to ride the bus. In addition, students must ride the bus to which they are assigned. For example, students may not ride buses for play dates, etc... if they are not assigned to that bus. If you would like to know if you are eligible for busing, where the bus stop is, and what time the bus will come, you can follow the link below or call the Transportation Call Center at **801-402-7500**.

<http://businfo.davis.k12.ut.us/Students/BasicTransBoundarySearch.aspx>

### **Bus Safety**

To ensure safety, appropriate behavior on and off the bus is required. Students are to remain seated, keep hands and feet to themselves, and speak to others in a normal conversational tone. While entering, exiting, or waiting for the bus, students must maintain a safe distance from the bus. Students whose behavior is inconsistent with good manners and bus safety may lose bus privileges. **It will then be the responsibility of the parent to transport their student to and from school.**

### **Child Find Notice**

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, are preschoolers (birth to five years) and are in need of an evaluation for possible special education or early intervention services. Early identification and intervention may be essential to your child's development.

If your child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development for his/her age, physical development or learning difficulty, he/she may be a child with a disability that requires specialized instruction through special education. If you suspect that your school age child may have a disability, please contact your neighborhood school principal or the special education department at 801-402-5169. If your child's age is birth to three years or three to five years, contact the Davis Early Learning Center at 801-402-5409.

### **Communication with the School**

South Weber Elementary communicates timely information through email, automated phone messages, our school website, and our marquee. The PTA emails a monthly newsletter that contains important information and reminders of upcoming activities. Flyers are emailed through Peachjar, an online distribution service provider. **Please let the office know if you do not have access to an email address.**

Teachers will communicate important class information as well as personal concerns with their students' families. Please take the time to stay informed by regularly checking your student's backpack and planner as well as your email account. In addition, please communicate any concerns with your student's teacher as soon as they arise. It is much easier to address concerns at the onset of a problem or situation.

### **Community Council**

Our Community Council, composed of teachers, parents, and school administration, meet throughout the year for the purpose of school improvement. Anyone is welcome to attend these meetings. Please see the school website for meeting dates, times, and other helpful information.

### **Crosswalks/Pedestrian Safety**

Our students' safety is our primary concern! Students should follow established walking routes. It is important for parents to review safe pedestrian practices with their students. Please refer to our Safe Routes to School Plan (SRTS). <https://www.saferoutesutahmap.com/map/school-maps/south-weber-elementary-126>

### **DESK Standards (Davis Essential Skills and Knowledge)**

The DESK standards are the essential skills and knowledge that Davis School District students need to master at each stage in their education. Teachers plan their curriculum to meet the objectives of the DESK standards. The McGraw-Hill

reading program has been selected by the district as the resource for teaching reading and language arts DESK standards. The Advantage Math and Investigations Math programs are in use to teach DESK standards in mathematics. The DESK standards can be accessed on the DSD Teaching and Learning webpage under Content Areas/Academic Core. <https://www.davis.k12.ut.us/academics/teaching-and-learning-homepage>

### **Dress Code**

Student dress influences the way students act and their attitudes about learning. Please see that your student comes to school in clothing that is appropriate for school, whether in the classroom, in PE class, or on the playground. Inappropriately short, tight, or revealing clothing is prohibited. Shorts and skirts must not be shorter than a student's extended fingertip on the thigh. Tank tops must have straps that are approximately three fingers width. Clothing cannot expose bare midriffs, buttocks, or undergarments and cannot display obscene or inappropriate words, messages, or pictures. Hats are not permitted. We ask that parents who visit or volunteer at the school take into account the same considerations. Specific guidelines concerning hair, clothing, and accessories can be found in Section 5S-100 of the district's policy manual. We realize that student dress can be a sensitive matter. **If your student is ever in violation of any part of this policy, you can expect us to treat them with respect and privacy.**

### **Drop Off/Pick Up and Parking**

The following areas have been designated for safely dropping off and picking up students and for parking vehicles.

- Parking lots are located near the main entrances to each of our buildings and to the east of the 3-6 building. However, all visitors to the school are required to enter through the front doors.
- The bus loading area is located north of the K-2 building and is reserved for bus use only. Parents and visitors should not park or pick up/drop off students in the bus loading zone or on 1160 East, which is the street west of the K-2 building. Please DO NOT pass a bus under any circumstances in the bus loading zone, even when lights are not flashing.
- The Recreation Center parking lot is the designated zone for dropping off and picking up your students.
- Red zones are for emergency vehicle access and must be kept clear at all times. Do not park your car in a red zone, even when making a quick stop.

### **Electronic Device Policy**

This policy governs the possession and use of both District-owned and privately-owned electronic devices **at school and at school-sponsored activities**. Definitions for this policy include:

- **Electronic Device:** A device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a phone / smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.
- **District-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued, or lent by the District to a student or employee.
- **Privately-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

### **Possession and Use of Privately-Owned Electronic Devices at School**

- Student use of privately-owned electronic devices is strictly prohibited during school hours and within the school building.
- If a student brings a privately-owned electronic device to school, it must be turned off as soon as the student arrives at school. The device must be stored in the student's backpack and must not be removed from the backpack until the school day's end, when the student is outside the building. At this point, a student may use the phone briefly to call for a ride or check a schedule. It is expected that the student will return the cell phone to the backpack as soon as the call has been completed. (This includes smart watches)

### **Acceptable Use of Technology Resources and Electronic Devices**

- The *DSD Technology Resources Acceptable Use Agreement* contains rules and guidelines for the acceptable use of technology resources at school and school-sponsored activities. All students, parents, and employees are required to be familiar with the contents of this agreement and sign an electronic form each year declaring they are aware of the contents of the agreement. Use of district-owned technology resources is not allowed until the agreement is signed by all parties.
- All students and employees are required to comply with the *DSD Technology Resources Acceptable Use Agreement* and the South Weber Elementary Electronic Device Policy. As outlined in the *DSD Technology Resources Acceptable Use Agreement*, knowledge of a violation of these policies must be reported. Students will report the incident to their teacher, and educators will report the incident to school administration.

### **Restricted Use of All Electronic Devices at School and School-Sponsored Activities**

- Use of electronic devices is prohibited during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions.
- Use of electronic devices in ways that 1) bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests or 2) violate local, state or federal laws is prohibited.
- Use of electronic devices in ways that cause invasions of reasonable expectations of student and employee privacy is prohibited. Examples include, but are not limited to, taking pictures, recordings, etc. of others in a manner that invades their reasonable expectation of privacy.
- Exceptions to this policy may be made by school administration for special circumstances, health-related reasons, use consistent with a current and valid IEP, and emergencies.

### **Violation of DSD Technology Resources Acceptable Use Agreement or South Weber Elementary Electronic Device Policy**

- A student who violates these policies may lose the privilege to use electronic devices at school. Inappropriate use of devices and technology, whether privately-owned or district-provided, may result in disciplinary action (including the possibility of suspension or expulsion) and/or referral to legal authorities.
- If a student violates these policies with a privately-owned electronic device, his/her electronic device may be confiscated. When an employee confiscates a privately-owned 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/guardian after the student has complied with any other disciplinary consequence that is imposed.

### **Training**

- Students and employees will receive training in the South Weber Elementary Electronic Device Policy within the first 45 days of each school year. This training will include contents of the school's electronic device policy, contents of the District's general conduct and discipline policies, the importance of digital citizenship, and conduct and discipline related consequences related to violation of the school's electronic device policy.

### **Field Trips**

Field trips provide the opportunity for students to learn, grow and develop outside of the classroom. Permission slips will be sent home by classroom teachers. We are required to have a signed permission slip for each student to go on a field trip. It is expected that parent chaperones will ride on the bus with the students unless there is not enough space

available on the bus. When parents are not able to ride the bus, they may drive their own student to and from the field trip. **Parents may not transport other students in their private vehicles.** Please arrange for a sitter for younger siblings if you volunteer to chaperone a field trip.

### **First Aid and Medication**

It is our policy to try to contact parents when students become ill or injured. The school is limited to first aid only. If your child requires medication during school hours, you may pick up the proper paperwork in the office, or you can obtain it online. A doctor's signed statement, current photo of the student, and parental signature are required before any medication may be given to a student by school staff. Students may carry a single dose without paperwork. Please instruct your children in the safe use of personal medication.

### **Gum**

Gum is not allowed at school.

### **Homework**

Homework can be a valuable learning tool when it is purposeful and meaningful. It can help students develop good study habits, foster positive attitudes about school, and understand that learning takes place at home as well as at school. DSD Homework Guidelines can be found on the district's website at the following link. Please communicate with your child's teacher if you have any concerns.

<https://resources.finalsite.net/images/v1525455000/davisk12utus/aoymyzhfifdanz0dhxxm/HomeworkGuidelinesSept2017.pdf>

### **Immunizations**

The Davis County Health Department requires that children have all immunizations up to date in order to attend school. If your student does not have current immunizations, they will be excluded from school until immunizations are given.

### **MyDSD Guardian Account**

All parents and guardians are encouraged to set up an online myDSD account. This account allows you to access your student's grades, missing assignments, and test scores. It also gives you the ability to clear student absences, access the district's DESK standards, make payments on lunch accounts, apply for free or reduced lunch, sign documents electronically, take teacher surveys online, and schedule appointments for ILPs. To request a myDSD guardian account, click on the myDSD link in the top, right hand corner of the DSD website. You will need your student's identification number and PIN. You can call the school office or the district's call center at 801-402-5600 to request this information.

### **Pets**

Pets are not allowed at school or on school grounds. If students wish to "show and tell" their pet, they may do so with a picture.

### **PTA**

The South Weber Elementary Parent Teacher Association is a vital part of our school and serves students in a variety of ways. Please support the PTA by becoming a member as well as by volunteering to help with one or more of the PTA-sponsored activities. For more information, please contact our PTA President, Amber Stevenson, and / or PTA President Elect, Marianne Van Natter, at [SoWeberPTA@gmail.com](mailto:SoWeberPTA@gmail.com) or [southweber.memberhub.com](http://southweber.memberhub.com).

### **Recess**

Because of the frequent windy conditions in our city, our recesses can be very cold. When weather is too severe for children to go outside, recess may be cancelled, or an indoor recess will be held. Otherwise, children will be outdoors. If your student needs to stay inside for a medical condition, please send a note to his/her teacher.



Students should dress appropriately for the weather with jackets or coats, hats, gloves, boots, etc... We encourage students and parents to check the Lost and Found frequently for wandering coats, hats, gloves etc. Please label your student's coats and other items for easy identification.

### **Recycling Bins**

Recycling bins are located on the east side of the 3-6 building. Please feel welcome to deposit your newspapers and other paper in the recycling bins. Please do not pile items around the bins if they are full as this may result in a skipped pick up.

### **Report Cards (Formerly the SMART Report)**

Report Cards are available online via your myDSD guardian account at the end of each term. This report is based on the child's mastery of DESK standards using a 3, 2, 1 rubric.

3= Meets or exceeds grade-level standards

2= Below grade level standards

1= Far below grade level standards

### **School Fees**

School fees are not assessed in Utah at the elementary level, with the exception of certain excel programs. (Choir, Lego League, Drama, etc...) Fee waivers are available for those who qualify. Teachers may ask for **voluntary donations**, such as the kindergarten food experience fund, supply donations, field trips, etc... Donations are completely voluntary and no child will be excluded regardless of whether or not a donation has been made.

### **School Lunch/Breakfast**

Children need healthy meals to learn. Davis Nutrition Services offers healthy meals every school day. School meals are FREE for all enrolled students for the 2021-2022 school year! Parents are encouraged to fill out a Free or Reduced Meal Application to be eligible for other government programs (P-EBT, EBB, etc.). Schools may be eligible for additional grant money (Title 1, etc.) based on the percent of students who are free and reduced.

<https://www.davis.k12.ut.us/departments/nutrition-services/free-reduced-price-school-meals>

Breakfast is served at 8:45 in both the K-2 cafeteria and the 3-6 cafeteria.

**School Schedule**

***Monday-Thursday***

Offices Open.....	8:30
Teacher Arrival.....	8:30
Breakfast Served .....	8:45-8:55
First Bell.....	8:55
School Begins .....	9:00
School Ends .....	3:35
Teacher Contract Day Ends .....	4:00
Office Closes.....	4:15

***Kindergarten Schedule – Monday-Thursday***

AM Begins .....	9:00
AM Ends .....	11:40
PM Begins.....	12:55
PM Ends .....	3:35

***Friday Early Out Schedule for Grades 1-6***

School Begins .....	9:00
School Ends .....	1:25
Office Closes.....	2:15

***Friday Early Out Kindergarten Schedule***

Morning Begins .....	9:00
Morning Ends .....	11:00
Afternoon Begins .....	11:25
Afternoon Ends .....	1:25
Office Closes.....	2:15

**ILP (Individual Learning Plan) Conferences (Parent Conferences)**

ILP conferences are times for students to celebrate growth, to reflect on their work, and to set goals for their own education. These conferences provide the opportunity for teachers to partner with parents to ensure your student is receiving the best education possible. Students should attend ILP conferences with their parents/guardians. **The school will follow an early out schedule on Wednesday and Thursday of the fall ILP conferences and Wednesday and Thursday of the winter ILP conferences.**

**Security Protocols for Visiting and Volunteering at the School**

Whether visiting or volunteering, parents are always welcome at South Weber Elementary! Please familiarize yourself with our security protocols for visitors at the school. These procedures have been established for the safety of our children.

- Secure vestibules are being utilized in our K-2 and 3-6 buildings. Every person visiting South Weber Elementary must enter through the secure vestibules. All visitors will be required to show picture ID before entering the building and then check in and obtain a visitor’s badge in the office before proceeding to other areas of the building. Please wear your badge or sticker so school personnel will know you have checked in at the office. All

visitors need to stop in the office to sign out before exiting the school.

- Utah State Law requires all volunteers to sign a volunteer agreement before volunteering in a school. This document can be signed electronically through myDSD. Classroom teachers and office personnel also have a copy of this form.
- Volunteers and Visitors must either work inside of the classroom within view of the teacher or have passed a background check. Background checks can be completed at the Davis School District office in Farmington. The cost is \$28.00 and the background check will last for the years that your child is a DSD student, as long as you continue to be an active volunteer. Fee waivers are available for those who qualify. Please contact the school principal regarding fee waivers.
- Tickets will be sent home or emailed in advance for classroom, grade-level, or school programs during the school day. Please bring a ticket for each family member who will be attending the program. If you do not have a ticket, you will be asked to check in at the school office with picture ID. Attendees are asked not to go anywhere else in the school besides the designated program area unless they have formally checked in with the school office.
- Parents who are chaperoning a class field trip must be background checked volunteers unless they will be in view of the teacher at all times. Chaperones must also check in with the office and obtain a school badge before proceeding to the classroom.

#### **Student Information**

Please contact our Office Managers to update any of the following information: home phone, place of employment, work phone numbers, cell phone numbers for all parents, names/phone numbers of emergency contacts, and email addresses.

#### **Telephone Use**

In order to minimize interruptions in learning for all students, we ask that phone calls and messages for students be limited to emergencies only. After school play arrangements should be made at home prior to coming to school.

#### **Textbooks/Library Books**

Please encourage your students to treat library books and textbooks respectfully. Care of these books is the responsibility of the student. Parents are responsible for the cost of lost and/or damaged books.

#### **Toys and Games**

Please do not allow students to bring skateboards, roller blades or other wheeled shoes, music and audio devices, electronic games, trading cards, spinners, or other toys to school. The safety of these items cannot be guaranteed, and they cause a disruption to the learning environment.

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**South Weber Elementary will follow the directives and advice of local and state leaders. Current events, and our students' ever-changing needs, will guide our work. Policies and procedures may be updated and / or changed, temporarily or permanently, in accordance with current needs and with guidance from our leaders.**

## **How Parents Can Help Children Succeed**

Parents play a key role in helping to make their student's educational experience more positive, productive, and meaningful. Please consider the following suggestions for building student success.

- ❖ Help children come to school feeling good about themselves.
- ❖ Send your child to school well fed.
- ❖ Make sure your child arrives at school on time by establishing morning and evening routines.
- ❖ Develop study skills by reserving a time and place for homework. Turn off TV and other electronics during homework time.
- ❖ Show interest in what your child is doing. Celebrate your child's successes.
- ❖ Support your child's teacher by communicating with them regularly and by contacting the teacher when your child is having a problem.
- ❖ Be actively involved in your child's education by visiting the school. Volunteer in your child's class and attend school programs.
- ❖ Speak positively to your child about teachers, school, and homework.
- ❖ Build your child's growth mindset by praising effort, building stamina, encouraging perseverance, and having rich discussions about how we can learn from our mistakes.
- ❖ Stay informed by attending to communication sent by the teacher and administration.
- ❖ Introduce yourself to school personnel and build positive relationships with faculty and staff. We are a team!



#### NOTICE OF NON-DISCRIMINATION

Davis School District and South Weber 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) Coordinator**

Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315  
[sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

Midori Clough, District 504 Coordinator

**Section 504 (Student Issues) Coordinator**

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5180  
[mclough@dsdmail.net](mailto:mclough@dsdmail.net)

Caray Long, Educational Equity Department

**Compliance Coordinator**

**Race, Color, National Origin, or Gender in other than Athletic Programs**

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5357  
[clong@dsdmail.net](mailto:clong@dsdmail.net)

Bianca Mittendorf, Educational Equity Department

**Title IX Coordinator**

**Gender in other than Athletic Programs**

Davis School District  
70 East 100 North, P.O. Bo 588  
Farmington, Utah 84025  
tel: (801) 402-5447  
[bmittendorf@dsdmail.net](mailto:bmittendorf@dsdmail.net)

Tim Best, Healthy Lifestyles Coordinator

**Title IX Compliance Coordinator**

**Gender Based Discrimination in Athletic Programs**

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

Scott Zigich, 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  
[szigich@dsdmail.net](mailto: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 South Weber Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Natalie Vincent, (801) 402-3750, their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and South Weber 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, 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.

### **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 South Weber 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](#). South Weber Elementary policy may be found at <https://southweber.davis.k12.ut.us/school-information/handbook-policies-and-procedures> 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 South Weber Elementary. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

#### **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:

1. ***Inspect and review*** all their student's education records maintained by the school within 45 days of a request for access.
2. ***Request*** that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be 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.

3. ***Provide consent*** before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system to improve education outcomes;
- [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Directory Information**

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses, and telephone numbers of their students.

The Davis School District has designated the following information as directory information:

1) student's name, address, and telephone number; 2) student's date and place of birth; 3) grade level and enrollment status; 4) student's District email address; 5) student's ID number that is displayed on a student ID badge; 6) parent email address; 7) participation in officially recognized activities and sports; 8) weight and height of members of athletic teams; 9) dates of attendance; 10) degrees, honors, and awards received; 11) most recent educational institution attended by the student; 11) 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 South Weber Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with: Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

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

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

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.



## **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information.

These include the right to:

**Consent** before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] political affiliations or beliefs;
- [b] mental or psychological problems;
- [c] sexual behavior, orientation, or attitudes
- [d] illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] critical appraisals of others with whom the student or family have close family relationships;
- [f] legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] religious practices, affiliations, or beliefs; or
- [h] income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out** of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

**Inspect**, upon request and before administration or use of:

- [a] protected information surveys designed to be administered to students; and
- [b] instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. South Weber Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

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

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

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

## **PLEDGE OF ALLEGIANCE**

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

## **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

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

## **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and South Weber Elementary shall reasonably accommodate a parent's:

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- Written request to place a student in a specialized class, a specialized program, or an advance course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*

- Request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- Initial selection of a teacher or request for a change of teacher.
- Request to visit and observe any class the student attends.
- Request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

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

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

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

### **MEAL CHARGES IN SCHOOLS**

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

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

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

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

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

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

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

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