

ADELAIDE ELEMENTARY STUDENT and PARENT HANDBOOK Policies and Procedures 2020-2021

MISSION & VISION STATEMENT

Adelaide Elementary is committed to supporting the District Strategic Plan. We value Student Growth and Achievement, Empowered Employees, Safety and Security, Fiscal Responsibility, and Parent and Community Connections. At Adelaide Elementary Learning First is our priority for every student.

ATTENDANCE PROCEDURES

Utah law requires parents to ensure the attendance of their children in school. It is the policy of the Davis School District to promote regular school attendance. We expect all students to be at school and on time every day unless sick. It is the parent's responsibility to notify the school with the date and reason for each absence. Please call the school attendance line at 801-402-1256 by 9:00 to report an absence.

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.

BOOKS AND MATERIALS

The school will provide textbooks and materials free of charge. Students are responsible for books and or equipment taken home from school. We appreciate the cooperation of parents in seeing that books are returned to school. If a student loses or damages a library book, textbook, assigned supplies, or other school property, they will be assessed the replacement costs.

BICYCLES, SKATEBOARDS, AND SCOOTERS

Students may ride their bicycles, skateboards, and scooters to school when:

- A parent has given permission.
- All safety rules are followed, including obeying the crosswalk attendant.
- They are **walked, not ridden**, on school grounds.
- They are locked in the bike rack with a personal lock.
- All bikes, scooters, and skateboards should be labeled with the owners' names.

Due to safety and lack of storage areas, scooters and skateboards will not be allowed in the building.

BREAKFAST

Breakfast is served every school day at 8:30 for those who pay or qualify for free/reduced meals. Students may enter the building through the front doors at 8:25 AM and should finish breakfast by 8:45 AM so as not to encroach on class instruction time.

CALENDAR – District

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

CALENDAR – School

A school calendar is located on our school's web page. <https://adelaide.davis.k12.ut.us/> . This calendar is updated regularly. Parents should check the calendar often to gain information of upcoming school activities.

CELL PHONE/ELECTRONIC DEVICE POLICY

Students may bring a cell phone or electronic device to school when following school guidelines. Use of these devices during the school day, including before school and after-school programs, lunch and recess, will not be allowed. Devices must be completely powered down, turned off and kept out of sight.

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.

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

The above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current IEP or 504 plans
- 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.

CHECKING IN STUDENTS

Check-in at the office is required for all students who enter the school after 8:50 AM.

CLOSED CAMPUS

Closed campus means students are not to leave the school grounds during the school day without clearance from the office and parental contact.

COMMUNICATION – Parents

Communication between parents and school staff is important. Teachers will notify parents of their communication methods (email, newsletters, website, etc.) through their class disclosure and back-to-school information. Good communication is critical in order to make and keep positive home and school relationships. Please communicate with your child's teacher as soon as you see something

that concerns you so that any misunderstandings or issues can be cleared up promptly. If you need to communicate with administration, you may call the office 801-402-1250 or email Jeri Thomas jhthomas@dsdmail.net or Justin Spencer juspencer@dsdmail.net.

DAILY SCHEDULES

Hybrid Schedule during pandemic:

Group 1 (Last name A-K unless otherwise scheduled) will attend Monday and Wednesday.

Group 2 (Last name L-M unless otherwise scheduled) will attend Tuesday and Thursday.

Friday will be a remote learning day or for scheduled appointments, groups, or virtual meetings

Kindergarten morning session 8:50-11:30

Kindergarten afternoon session 12:45-3:25

First Grade through sixth grade 8:50-3:25

Students will participate in recess during the day as scheduled by grade level.

Lunch and lunch recess will be scheduled by grade level and span a 30-minute time period.

COMMUNITY COUNCIL

The Community Council was established to implement a site-based collaborative decision-making model. The council consists of parents and staff. Members make recommendations/decisions regarding:

- Budget Allocation of Land Trust Funds
- In-put on School Improvement Plan
- In-put on Title 1 Plan
- Digital Citizenship
- Build Community Support

Meeting schedules are posted on the school webpage and parents are welcome to attend.

<https://adelaide.davis.k12.ut.us/schoolinformation/community-council>

CURRICULUM

Davis School District follows the DESK (Davis Essential Skills and Knowledge) standards. The purpose of the DESK standards is to focus and prioritize the content students are expected to learn.

Teachers, administrators, and curriculum specialists collaborated to identify the skills and knowledge students need to master at each stage in their education. By using the DESK website, you will be able to access individual documents outlining the essential skills for each grade level.

Information can be accessed through the Teaching & Learning webpage at:

<https://www.davis.k12.ut.us/academics/desk-standards>

DISCIPLINE AND STUDENT CONDUCT – DISTRICT POLICY

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

DISCIPLINE PLAN – SCHOOL

Principles

All students are instructed to **be respectful, responsible, safe, and kind** by our teachers, school counselor, and the administration throughout the school year. Adelaide Elementary strives to maintain an orderly, positive environment by establishing clear expectations, positive reinforcements, and holding individuals responsible for their actions.

SCHOOL EXPECTATIONS:

- Be Kind and Respectful
- Be Responsible
- Be Safe

SCHOOL RULES:

- I will keep my hands, feet and other objects to myself
- I will use kind words and actions
- I will follow directions

Every person deserves to be respected, to feel safe, and be free from danger. Learning is enhanced in a safe environment. Learning is also enhanced by the establishment of academic and behavioral expectations. Students will be expected to conduct themselves in respectful and responsible ways. Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills. Students will be recognized and rewarded for this behavior through a variety of class and school wide systems. (ex: verbal praise, coins, tokens, and prizes)

SAFE SCHOOL POLICY:**SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Adelaide 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 administration, District disciplinary action as determined by the District Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

WEAPONS AND EXPLOSIVES – AUTOMATIC ONE YEAR EXPULSION

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District Case Management Team determines, on a case-by-case basis, that a lesser penalty would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" includes but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

DRUGS/CONTROLLED SUBSTANCES

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

SERIOUS VIOLATIONS

Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or person associated with the school, or property associated with that person,

regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

DISRUPTION OF SCHOOL OPERATIONS

Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

DUE PROCESS

When a student is suspected of violating Adelaide 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](#). Adelaide Elementary follows the district policy.

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 Adelaide 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.

DRESS CODE – STUDENT AND ADULTS

Clothing must cover the area from one armpit across to the other. Tops must have shoulder straps, no spaghetti straps, or wide openings in the armpit. Shirts should be long enough to not show bare midriffs. Shorts and skirts need to adequately cover all underclothing, no short shorts. Shoes must be worn and should be safe for the school environment. Exceptions to this would be determined by administration to accommodate specific activities or accommodations. Proper shoes must be worn during PE classes. Head gear including hats, hoodies and caps are not allowed to be worn in school unless permitted for religious, medical or other reasons approved by school administration. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, or drugs. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

Please remember that proper attire can positively influence the way your child academically and behaviorally approaches his/her school day.

During the current health pandemic students and staff are required to wear face masks when physical distancing is not possible or when eating lunch and drinking. Parents requesting an exemption must complete an exemption form and be granted approval.

<https://www.davis.k12.ut.us/departments/risk-management/covid19/mask-exemption>

Please make certain that your children are dressed appropriately for weather conditions. With few exceptions, students will need to be dressed so they can go outdoors during recess and lunch recess times. On exceptionally cold or stormy days, students will be allowed to stay indoors.

All students will wear their hair in a clean and well-groomed manner. Extreme styles that cause a disruption to learning will be addressed by administration.

DRIVERS AND STUDENT SAFETY

Parking Lot

When dropping students off at school please be courteous and patient.

- Stay in the drop off lane when dropping your child off.
- Pull forward within the red curb area at the front of the school before your child exits the vehicle.
- Students should exit the vehicle curbside on the passenger side.
- Kindergarten students should follow this same procedure to avoid students walking between parked cars.
- Never leave your car unattended when in the drop off lane. If you wish to walk your child into the school, please park your vehicle in a stall before proceeding to the school.
- Do not block the crosswalk or handicapped stalls.
- Please familiarize other adults picking-up or dropping-off your student of our expectations.

Walking School

For the safety of the children, groups are best! Encourage your children to stay in groups as they walk to and from school.

EMERGENCY DRILLS AND PROCEDURES

To be prepared for an emergency, various drills will be held throughout the year. Fire drills are held on a regular basis. Other drills include earthquake, lock down, lock out and possibly an evacuation/reunification drill during the school year. In the event of an emergency, parents will be notified using the District Call Out System, when possible.

"Lock down" or "lock out" procedures will be used if there is an unsafe situation outside or inside the building. If the problem is outside of the building, all outside doors will be locked and no one will be allowed to enter or leave the building until clearance is given by law enforcement authorities. Students and teachers will go about business as usual. If the threat is inside the building, students will remain inside locked classrooms under the calm supervision of teachers until notified otherwise by authorities. In the event of a fire, the building is evacuated to the west end of our property where all students will be accounted for and supervised by their teachers.

Parents may check out their student upon presenting the proper documentation. For the safety of your child we request that each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these individuals or their contact information changes during the year, please notify the office.

ENTERING AND EXITING THE BUILDING

Students will remain outside the building before school and line up in their designated area.

- Students will remain outside the building before school unless involved in a structured program (i.e. orchestra, TASK before school program, student council, breakfast, etc.) Breakfast is served from 8:30-8:45.
- Students will line up at their designated entrances before school, after recess, and will enter the building when directed by a teacher.
- Students will leave the building at the end of school through a designated exit. Siblings should make a pre-arranged meeting location outside to avoid confusion at the end of the school day.
- On inclement weather days (i.e. rain, extreme poor air quality, or extreme temperature) students may enter the building through the main doors and line up outside their classroom when directed.
- **Students should not arrive at school prior to 8:40, as there is not adequate outside supervision prior to this time.**

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.

FIELD TRIPS

Field trips are a great way to reinforce and reteach concepts from the core curriculum. The school and PTA work together to cover the cost of fieldtrips for students at each grade level to attend one field trip per school year. Parents must sign permission slips for their children to participate in any field trip. Additional field trips may be scheduled that are at no cost to the school.

HALLWAY BEHAVIOR

Students will:

- Walk in the hall quietly
- Stay to the right side
- Go directly to their destination

HOMEWORK

Your child's homework will depend on their grade level and/or specific classroom teacher. The purpose of homework in the elementary school is mainly to help students develop good study habits, foster positive attitudes about school, and communicate the ideas that learning takes place at home as well as at school. Daily homework should not be viewed as punishment, but rather to encourage and extend learning.

MAKE-UP WORK

Make-up work (when a child is absent) will be available when the child returns to school. In the case of an extended illness, parents should contact the school/teacher to determine the best options for receiving support. Parents are responsible for assisting students in completing work missed due to vacations or other outings. Bear in mind that there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussion cannot be reproduced or re-staged for students who are absent.

MEAL PRICES

<https://www.davis.k12.ut.us/departments/nutrition-services/school-meal-prices-payments-refunds>

Parents may go to the nutrition services website for menus, prices and more information about school lunch.

\$1.95 Elementary Lunch.	Reduced priced lunch \$.40
\$1.45 Elementary Breakfast.	Reduced priced breakfast \$.30
Adult Lunch \$3.50	Milk \$0.50
Adult Breakfast \$2.10	

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.

MORNING SUPERVISION OF STUDENTS

We have no formal supervision of children on the playground area before or after school. Staff members will be monitoring traffic to keep students safe as they use the crosswalk in the front of the school. When dropping off your children for school, please be mindful of the students, other cars, and busses. Other areas will be monitored as students are entering and exiting school each day.

myDSD ACCOUNT

We highly recommend that all guardians set up a my.DSD guardian account.

<https://mydsd.davis.k12.ut.us/Account/Login?ReturnUrl=%2f>

The benefits include:

Checking your student's grades/missing assignments

Making payments on lunch accounts

Scheduling parent/student conferences

Taking Teacher Surveys online

Looking at test scores

Viewing attendance

Paying for yearbooks, fines, and registration, and more.

NOTICE OF NON-DISCRIMINATION & DISTRICT POLICIES

Most of the Adelaide school policies are included in this *Student Handbook* and in a document entitled *District Policies and Procedures* which is located on our district web page at:

<https://davisk12utus.finalseite.com/district/administration/policy-manual/section-5-student-services>

NOTICE OF NON-DISCRIMINATION

Davis School District and Adelaide Elementary do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

ADA (Employment Issues) Compliance Officer

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5315

Email: sbaker@dsdmail.net

Midori Clough, Section 504 Coordinator, Educational Equity Department

Disability Compliance Officer

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5180

Email: mclough@dsdmail.net

Caray Long, Educational Equity Department

Compliance Officer

Race, Color, National Origin, or Religion in other than Athletic Programs

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5357

Email: clong@dsdmail.net

Bianca Mittendorf, Title IX Coordinator, Educational Equity Department

Title IX Coordinator

Gender in other than Athletic Programs

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5447

Email: bmittendorf@dsdmail.net

Tim Best, Healthy Lifestyle Coordinator

Title IX Compliance Officer

Discrimination in Athletic Programs

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-7850

Email: tbest@dsdmail.net

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Officer

Davis School District

20 North Main Street. P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5307

Email: szigich@dsdmail.net

PARENTAL RIGHTS IN PUBLIC EDUCATION

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

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

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

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

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

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

PARENT/TECHER/STUDENT CONFERENCE

Formal conferences will be held the week of October 5th-9th and January 25th-29th. Students are an important part of these conferences and will enjoy attending as teachers praise their growth, discuss areas to improve, and set goals.

PHONES –CLASSROOM

The office may direct a call to a classroom during the school day or a parent may call the classroom phone directly. Teachers will not answer phone calls during classroom instruction. However, they will check voice message after school and during breaks. Teachers may also be reached through email.

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.

PRIVACY – STUDENT INFORMATION

FERPA – Family Educational Rights and Privacy Act. This act requires educators to be very careful when sharing information about students. Teachers can only share information about a student with the student's legal guardian.

Additionally, we cannot give information to parents about other students – not even their names. A parent may report that another student is harassing their child – they can even provide the name; that is appropriate and very helpful. However, we cannot share back information about the other student such as “yes – he has troubles with others as well” or outline the consequences that child will be given. It is somewhat tricky, and parents certainly want to know the consequences applied to someone who has injured their child, but we are under legal obligation when discussing students.

PROFESSIONAL DEVELOPMENT DAYS

There are four professional development days scheduled for teachers to work. Students do not attend school on these days. The 2020-2021 days are scheduled for September 28, 2020, October 30, 2020, January 19, 2021 and March 26, 2021.

PTA

The PTA (Parent Teacher Association) at Adelaide Elementary is a viable, involved organization that seeks to benefit the education, safety, and welfare of our students. They work hard to provide programs and activities for the students to achieve this. Our yearly Jog-a-thon has been a fun family event to raise funds to support the PTA and school sponsored programs and activities. Some of the programs and activities offered by our PTA are: field trip transportation, Reflections, Walk to School Safely Day, Red Ribbon Week, book fairs, Tiger Trades (reading incentive), teacher appreciation week, Constitution Bowl, Artist in Residence experience, school play, teacher appreciation dinners, field day, and much more.

RECESS

Recess is an important part of our school day and provides students an opportunity to move and utilize social skills as they interact and play with others. All students will line up at the end of recess before they come into the building. Teachers will meet students outside their door and escort them into the building at the end of each recess.

RECESS - INSIDE BREAK

During inclement weather an "Inside Break" will be called. The building administration will make this decision based on current conditions. The break will give students time to use the restroom, get drinks, and take a short break from their classwork. This is not a time to play as they would outdoors. During an inside break teachers and playground aids will monitor students participating in appropriate activities and games.



RED AIR DAYS

We continually monitor the quality of air in accordance with district policy. Some or all students may need to stay inside the school building during red air days. When air quality is a problem, the office staff will email teachers and or make an announcement before recess times.

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.

RESTROOM POLICY – CLASSROOM

Students will follow their classroom restroom procedures as explained at the beginning of each year. Some students may have physical issues that require frequent restroom breaks. Please notify your child's teacher of any specific concerns or accommodation your child may need. All students must feel free to use the restroom without undo repercussions.

SCHOOL FEES

Fees may be charged for activities that take place before or after school or over summer vacation. No fees may be required relating to any class, program or activity that occurs during the regular school day. School supplies must be provided for elementary students. An elementary school or teacher may compile and provide to a student's parent a suggested list of supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, those supplies for students use. Otherwise, they will be furnished by the school. Any payment for student participation in a class, program, or activity is a fee and is subject to a fee waiver requirement. Students participating in the TASK before/after school program may apply for a fee waiver or parents may provide verification of free/reduced lunch verification. For information on fee waivers and other details, contact your school administrator.

SECURITY – BUILDING

All teachers are instructed to keep their classroom doors locked during the school day. This will provide a much higher level of security and safety for teachers and students. We follow the mandated security protocols communicated by Davis School District and Law Enforcement.

SEM - SCHOOL WIDE ENRICHMENT MODEL

Services for students needing academic enrichment are available through the School wide Enrichment Model (S.E.M.). Individual, group, and whole school opportunities are made available throughout the school year. Students are placed in pull out groups based on above average ability, task commitment, creativity, and leadership. Teacher recommendation along with academic performance, grades, and test data is used to determine participation.

SEVERE WEATHER

In the event of severe inclement weather, there will be a sign posted on the front doors telling students to come inside. Students will be allowed to wait in the activity room or main hallway before school if the weather is extreme.

SICK CHILDREN/HEALTH ROOM

If a child reports being sick while at school, the teacher will consult with the health clerk to determine if parents should be contacted. The Health clerk/TA and office staff is trained to take care of all issues regarding sick/injured students. The sick room is available on a temporary basis for those students who are sick until a parent is contacted and the student is checked out.



SNOWBALLS

Throwing snow of any form is not allowed at any time on the playground. This includes before, during and after school. Snowballs should not be thrown on the way to or from school.

SPECIAL SERVICES

Special help and services are available for speech, hearing, academic resource needs, counseling and school nursing services. If you feel your child needs any of these services, please contact your child's teacher or school administration for assistance.

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 preschool age (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 typical 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 special education department at 801-402-5169.

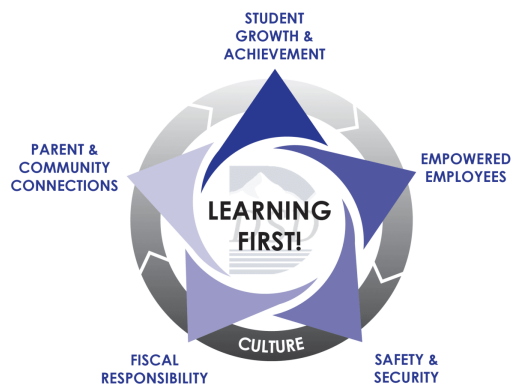
If your child's age is birth to three years or three to five years, contact the Davis Early Learning Center at 801-402-5409.

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 Adelaide Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Justin Spencer (801-402-1253), 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.

STRATEGIC PLAN

<https://www.davis.k12.ut.us/district/strategic-plan>



Adelaide Elementary is committed to supporting the District Strategic Plan. We value Student Growth and Achievement, Empowered Employees, Safety and Security, Fiscal Responsibility, and Parent and Community Connections. At Adelaide Elementary Learning First for all students is our priority.

STUDENT DIRECTORY INFORMATION

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

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

1) student's name, address, and telephone number; 2) student's date and place of birth; 3) major field of study; 4) student's District email address; 5) parent email address; 6) participation in officially recognized activities and sports; 7) weight and height of members of athletic teams; 8) degrees, honors, and awards received; 9) photograph; 10) most recent educational institution attended by the student.

If you, as a parent, do not want **Adelaide Elementary** to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually. Forms are provided on the school webpage or in the school office.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-(800) 872-5327

Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

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.

TECHNOLOGY/INTERNET ACCESS/COMPUTERS

Students must sign an [Acceptable Use Agreement](#) form to have access to the technology in our building. The [Acceptable Use Agreement](#) form is available through student and guardian myDSD accounts. Computers or tablets are available for student use in the classrooms and the computer lab. Information that is saved on the computers is protected by individual passwords. Violation of the computer [Acceptable Use Agreement](#) will be reviewed by the technology committee and consequences imposed according to school and district policy..

TITLE I

As a parent of a child in a Title 1 school you have the right to request and receive information on the qualifications of your children's classroom teacher and teacher assistants who may work with your student. You may request information on:

- Whether your child's teacher meets Utah qualifying and licensing requirements for the grade level and subject areas in which the teacher is teaching;
- Whether your child's teacher is teaching under emergency or other provisional status through which Utah qualification or licensing requirements have been waived;
- The bachelor's degree major of your child's teacher and any other graduate certification or degree held by the teacher, including the area of the certification or degree; and
- Whether your child is provided services from a teaching assistant and if so their qualifications.

To request this information, please contact Jeri Thomas 801-402-1252.

TOYS

Students are discouraged from bringing toys, iPods, electronic games, cards, cell phones, candy, gum, etc. to school as they may cause disruptions to the school day. Teachers may confiscate any nuisance items and will return them to the student to take home at the end of the day or notify parent that they may be picked up in the office.

TREATS

We are encouraging the use of non-food treats for rewards and/or classroom treats. This is especially important considering the increasing number of students with food allergies or special dietary needs. If food is brought into the classroom, it is required that you bring commercially prepared food items. Peanut products are strongly discouraged due to student allergies. Please

check with the classroom teacher regarding students who may have special dietary needs or allergies before bringing food items into the classroom. Sharing a fun book or activity with the class would be a great way to spotlight your child on their special day.

WALKING SCHOOL

For the safety of the children, groups are best! Encourage your children to stay in groups as they walk to and from school.

VISITORS

We love our children and want to keep them safe! **ALL ADULTS** entering the building must check in at the office, show ID, and wear a visitor badge. We love volunteers and look forward to having you in our building.

VOLUNTEERS

Volunteers are welcome and appreciated in our school! If you are interested, we ask that you review the agreement for voluntary service and complete the form prior to volunteering each year at Adelaide Elementary. This form may be found at:

<https://resources.finalsite.net/images/v1533335100/davisk12utus/jeYdhissama2e12txqd2/VolunteerAgreement.pdf> ,

or a copy may be obtained in the main office. Volunteers wanting to chaperone on fieldtrips or when working with students outside of the classroom/or staff view will need to have completed and cleared a background check prior to volunteering. If you have any questions regarding volunteer opportunities that require a background check please contact administration at 801-402-1250.

THANK YOU for taking the time to read and discuss this policy manual with your student. It is our goal to provide open communication with parents and maintain a positive educational experience for all our students and families at Adelaide Elementary!