
Hill Field Elementary Parent and Student Handbook

Learning First!

2018 - 2019



Message to Parents and Guardians

Dear Hill Field Elementary Parents and Guardians,

We are embarking on my 3rd year as the principal of Hill Field Elementary. I want to, again, express what a pleasure it is to be here and to serve your children. I recognize we work with your most precious asset on a daily basis, and I hope you will find I take that seriously.

This year we are going to take a two-pronged approach to school improvement. We constantly want to be improving our trade for the benefit of your child. This will take place in the form of the acronym: P.R.I.D.E. It stands for perseverance, respect, integrity, dedicated, and excellence.

First, we want to improve on what I feel is already a healthy learning atmosphere at Hill Field. We want to be known as a kind, respectful school who can achieve great things socially and emotionally. This will take time, teaching, and a partnership with parents. There will be monthly focuses on these topics, but this year we are really going to ask parents to work alongside us to form the environment we want.

The second focus will be on helping students prepare for life beyond school. We need them to be creative, problem solvers, who will not shutter at the sight of a difficult and unfamiliar task. We want them love learning. To help us in this endeavor, we have received a large, 5-year DODEA grant to fund professional development (PD) of a task-based approach to teaching math and science for teachers, and STEM application activities for students. We actually started the PD 2 years ago and we will continue for another 2 years.

We know this style of teaching and learning will be different for all, including us. Our approach is backed up by years of research and mounds of positive data. Change can be uncomfortable, but this will be for the betterment of the students' learning.

Thank you for all you do! Please join our PTA and know that you are welcome and encouraged to be at our school to volunteer. Together we can tap into the potential inside each of our kids.

Sincerely,

Douglas Forsgren

PURPOSE STATEMENT

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

ANIMALS

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

ATTENDANCE

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

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

We ask that parents notify the school of any absence by 8:30 am on our **Attendance line @ 801-402-2356**. Include your child’s name, the teacher’s name, the date of the absence, and the reason for the absence.

BEHAVIOR EXPECTATIONS

It is important for children to develop self-discipline and know right from wrong. Parents/guardians can help the school by encouraging good behavior and setting a natural consequence when notified of unacceptable behavior by the school. School personnel will do similarly. Students are expected follow all the rules of the school and the classroom. The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property. A copy of the Hill Field Elementary School-wide Behavior Management Plan is available in the Appendix.

BICYCLES/ SCOOTERS

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

- A parent has given permission and bikes are locked when at school.
- All safety and courtesy rules are known and followed. Helmets should be worn at all times when riding.

- Bicycles/scooters are to be walked on school grounds.
- Helmets can be stored in the classroom for the day.
- For safety sake, we discourage skateboards & roller blades being brought to school.
- The school is not responsible for bicycles/scooters that are stolen.



BUS ZONE

It is against the law to pass a loading/unloading school bus. Therefore, no travel is permitted in the bus area, in front of school, or on base near the circle gate when buses are present. Student loading/unloading is allowed in the lower student drop off area, but not in the bus zone. The bus zone must be kept clear at all times. Parking in the circle by the base is for short term parking only.

CHECKING IN/CHECKING OUT PROCEDURE

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

CHILD FIND OBLIGATION

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

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

CLASSROOM VISITATIONS

We encourage parents to visit and help in the classroom. So that your visit may be more beneficial, please make pre-arrangements with the teacher. All visitors to the school are required to report to the office and obtain a visitor's badge before going to the classroom.

CLOSED CAMPUS

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

DAILY SCHEDULE — 2018-2019

The daily schedule can be found on our school website. To find out what time school begins, ends, when lunch and recess are please visit the website at hillfield.davis.k12.ut.us

DAVIS SCHOOL DISTRICT POLICIES

Hill Field Elementary is part of the Davis School District. This handbook contains the most pertinent district policies as well as policies dictated by the school. Parents/Guardians can read and search other district policies at <http://www.davis.k12.ut.us/page/42>.

DISMISSAL OF SCHOOL

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

DRESS CODE

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

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

School personnel will always err on the side of more modest clothing. Parents of students in violation of the dress code will be contacted and asked to bring replacement clothing to school. If we are unable to make contact with a parent or guardian the student may be asked to use school issued clothing.

ELECTRONIC DEVICES POLICY

SCOPE

Electronic devices have become a common means of communication and information access in today’s society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation.



DEFINITION

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

POSSESSION AND USE

- Cell phones cannot be used during school hours, 8:45 AM -3:25 PM. This prohibition includes school, school activities, remote sites, field trips, and vehicles transporting students to and from school activities. They may be used before and after school only to communicate with parents. Cell phones should be turned off completely and are not to be out, or seen, at any time during school hours. School phones are located in each classroom and in the office for student use during school hours with the permission and supervision of a teacher or office staff. The school is not responsible for lost or stolen devices.
- Personal entertainment devices and handheld entertainment systems should always be kept at home and should not be brought to school. These include video games, CD players, MP3 players, iPods, Walkman devices, compact DVD players, personal radios, digital cameras, etc., and any other portable devices that can be used for wireless internet access, image capture or recording, sound recording, and transfer/receiving/storage of information. These can even include advanced calculators that can transmit and receive information.

PROHIBITIONS

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

CONFISCATION AND POTENTIAL DISCIPLINARY ACTIONS

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed. Repeat offenses could result in the device being retained by the administrator for an extended period of time. Devices used to break state law will be turned over to law enforcement. Students found in violation of the electronic devices policies are subject to all district safe schools policies, where applicable.

SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls or other communications made with an electronic device. Device owners are jointly responsible for the misuse of policy violations if devices are loaned to, or borrowed and misused, by non-owner users.

PROHIBITIONS ON AUDIO/VISUAL RECORDING

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, be used to exploit personal information, and/or compromise the integrity of educational

programs. Accordingly, the use of the audio recording, camera, or video recording functions of devices is strictly prohibited on school premises at all times.

EXCEPTIONS

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

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

EMERGENCY DRILLS

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

FIRST AID AND ILLNESS AT SCHOOL

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

HOMEWORK

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

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

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

OUTDOOR PLAY

School includes time for children to have some free time and practice social skills in an unstructured setting. Students are expected to remain outside the school building before school and during recess unless the weather is inclement or if they are ill or injured. It is the student's responsibility to be dressed appropriately for weather conditions. If your child can't go outside for recess, please provide a written note to the teacher stating the reason for being excused from recess. Excuses should be limited to two (2) days, unless a

doctor's note is provided stating the reason for being excused from recess for an extended period and the dates for the excuse. For the safety of all students, outdoor play is limited to non-contact activities.

OUTSIDE FOOD AND DRINK

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

PARKING

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

PERSONAL ITEMS

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

PTA

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

SCHOOL FOODS (402-2364)

LUNCH: — A great bargain

Prices:	Elementary Student	\$ 1.85
	Reduced Price Student Lunch	\$.40
	Staff and Adult Lunch	\$ 3.40
	Extra Milk (cash only)	\$.40
	Breakfast	\$ 1.35
	Reduced Breakfast	\$.30



BREAKFAST: A simple, but nutritious breakfast is available at Hill Field Elementary each morning from 8:05-8:30.

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

- ✓ Make checks payable to Nutrition Services. The child's name and teacher's name needs to be written on each check. Payment can be made using a card via the myDSD Guardian account.

- ✓ **District School Foods policy** does not allow for children to excessively charge school lunches. **Please stay current on your student's lunch account. A copy of the Davis School District Meal Charges Policy can be found in the Appendix.**
- ✓ Good manners in the lunchroom are expected. Children whose behavior is inconsistent with good manners may lose the privilege of eating in the lunchroom.
- ✓ On occasion, parents are welcome to eat lunch with their child. Please call the school food's telephone number before 9:15 am of the day you plan to eat (sooner is better).

Free or reduced lunch applications and information can be found at <http://www.davis.k12.ut.us/Page/1126>.

SEVERE WEATHER POLICY



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

STUDENT BIRTHDAYS

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

STUDENT/PARENT CONFERENCES

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

1st Parent Conferences.....	November 7-8, 2018
2nd Parent Conferences.....	January 30-31, 2019

STUDENT RECORDS

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

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

TEACHER QUALIFICATIONS

As a parent of a student at Hill Field Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for and receive certain information about your child's classroom teachers. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Utah State Office of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Utah State Office of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teachers college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers assistants or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact Principal Forsgren at 801-402-2350.

TELEPHONE

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

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

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

VANDALISM AND THEFT

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

WALKING TO SCHOOL AND GOING HOME

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

Appendix

Davis School District Parent Involvement Policy

Davis School District regards parental involvement vital to the academic success of students. Parents are the primary teachers of their children and serve as partners with the district in helping their children achieve academic success.

Davis School District will involve parents in the development of its district plan by:

- Inviting Title I schools to submit names of parents to participate,
- Sending identified parents a letter inviting them to participate, and
- Preparing information for parent review and input.

Davis School District will involve parents in the process of School Review and Improvement by:

- Requiring schools to involve parents in reviewing the effectiveness of parental involvement activities and professional development offerings.

Davis School District will provide coordination, technical assistance and other support to promote quality parental involvement activities to improve student achievement by:

- Providing training on successful strategies parents can use with their child,
- Providing information on resources for schools to involve parents in classrooms, at conferences and in school activities, and
- Providing assistance for activities held at the Title I schools.

Davis School District will build the schools' and parents' abilities for parental involvement by:

- Providing bi-annual district leadership meetings on ways to involve parents,
- Informing parents of their rights according to Title I law,
- Assisting them in understanding Utah's academic standards and assessments,
- Developing understandable systems to report student achievement (DESK), and
- Developing communications systems for parents to access important school information (call out system, websites, etc.)

Davis School District will coordinate and integrate the same strategies for parental involvement as provided through Head Start by:

- Providing information on classes and activities at the Parent Information Resources Center (PIRC) in Kaysville, and
- Providing materials to schools as they transition preschool children into kindergarten.

Davis School District will conduct an annual evaluation of the parental involvement policy in improving academic quality and identifying barriers to parent participation by:

- Convening a Parent Advisory Committee to review and revise the Parent Involvement Policy,
- Facilitating the identification of barriers to parental involvement by the committee, and
- Distributing the findings of the committee to school administrators for additional review and/or action by their faculty/staff and community council.

Davis School District will ensure that Title I schools are involving parents in a variety of school activities by:

- Requiring schools to submit a school plan with a parent signature page,
- Providing resources for schools to sponsor parent seminars, family nights, school events, etc., and
- Providing information to schools on effective ways to make school plans available to the public.

Davis School District Illness Protocol

Should I Send My Child To School?

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

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

Appears to be severely ill

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

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

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

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

Vomiting / nausea

Severe abdominal pain

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

Mouth sores with drooling

Rash with fever

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

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

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

Impetigo - until 24 hours after treatment has started

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

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

Scabies - until after treatment has been given

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

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

Hepatitis A - until 1 week after onset of illness or jaundice or as directed by licensed medical provider
Any condition determined by the local health department to be contributing to the transmission of illness during an outbreak

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

Thank you!

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

Conditions That May Not Require Exclusion:

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

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

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

Rash without fever

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

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

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

(white spots or patches in the mouth)

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

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

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

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

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

Hill Field Elementary

School-wide Behavior Management Plan

School Rules:

1. Respect Yourself

2. Respect Others

3. Respect Property

Examples

Cheating
Disruptive classroom behaviors
Inappropriate language
Inappropriate use of equipment
Pushing, hitting, kicking
Play fighting
Throwing objects
Running in the hall
Refusal to work
Being in the wrong place
Lying
Chewing Gum

Examples

Destroying property
Disrespecting/disobeying adult
Obscene gestures
Offensive language
Provoking violence
Biting
Stealing
Intentional tackling
Intimidation
Excessive absence
Habitual level 1 behavior

Examples

Racial Slurs
Bullying/Harassment
Fighting/physical assault
Gang activity
Hazing
Pornography
Illegal substances
Sexual harassment/assault
Truancy or chronic absence
Vandalism
Weapons
Habitual level 2 behavior

Level 1

**Classroom behavior
management
system**

Level 2

Referral to the office

1st Offense

1. Meet with administrator
2. Phone call home as necessary
3. Appropriate consequence

2nd Offense

1. Meet with administrator
2. Phone call home
3. Appropriate consequence

3rd Offense

1. Meet with administrator
2. Meeting with parents
3. Behavior contract (if not in place)
4. Appropriate consequences, including in-school suspension

4th Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including out-of-school suspension

Level 3

Immediate referral to the office

1st Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including in-school suspension

2nd Offense

1. Parent meeting
2. Appropriate consequences, including out-of-school suspension

3rd Offense

1. Meet with administrator
2. Referral to District Case Management or law enforcement
3. Possible change of placement



Please note that this flow chart gives general guidelines and deviation from this chart is by administrative discretion.

SCHOOL FEES NOTICE
FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES
[IF YOU NEED HELP IN UNDERSTANDING THIS LETTER, CALL 801-402-2350]

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (unless your child is in grade six and attends a school that includes one or more 7-12 grades), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. **All information which you provide in your application will be kept confidential.**

State law and State Board of Education rules **do not permit schools to charge fees for anything that takes place during the regular school day** unless your child is in grade six and attends a school that includes one or more 7-12 grades! Fees may only be charged for programs offered before or after school, or during school vacations. *If your child is eligible based on income verification or receives SSI payments (QUALIFIED CHILD WITH DISABILITIES), or if you are receiving TANF (currently qualified for financial assistance or food stamps) or if the child was placed in your home by the government as a foster child, the school must waive the fees.* If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you **might** be eligible for a waiver even if other eligibility criteria are not met. **If your local school board/charter school allows your school to charge fees, a Fee Waiver Application (Grades K-6) is enclosed.** Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, **the school may ask you for tax-deductible donations of school supplies, equipment, or money**, but the school **cannot require donations** or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). **No child may be penalized for not making a donation.** For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must “apply for fee waivers.” Local/charter boards will have policies and/or guidelines for determining eligibility for fee waivers.

School district/school administrators shall request documentation of fee waiver eligibility from those who apply for fee waivers if fees or charges are required for non-regular school day activities, such as after-school music or foreign language programs or Friday ski programs.

Fee waiver eligibility documentation is NOT required annually. Also, documentation shall NOT be maintained for privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.

NOTE: If your district/school does not require parents in the entire district area or parents and students in

specific schools or sections of the district to “apply for fee waivers,” district administrators NEED NOT require verification of eligibility under this section.

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

School telephone no.: 801-402-2350

Ask for: Douglas Forsgren

District telephone no.: 801-402-5600

Ask for: John Sheffield

Utah State Office of Education

250 East 500 South

P.O. Box 144200

Salt Lake City, Utah 84114-4200

801-538-7830

USOE 4/15/13

Davis School District 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 my.DSD 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 mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all of 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.

**DAVIS SCHOOL DISTRICT
MEMORANDUM**

DATE: April 30, 2018

TO: ALL PRINCIPALS AND HEAD SECRETARIES

FROM: REID NEWHEY, SUPERINTENDENT OF SCHOOLS
BEN ONOFRIO, LEGAL COUNSEL

RE: ADMINISTRATIVE MEMO #28/04:30:18 – STATEMENT OF NONDISCRIMINATION
AND NOTICE OF POLICIES TO BE PUBLISHED IN STUDENT AND EMPLOYEE
HANDBOOKS, FOLDERS, AND REGISTRATION MATERIALS FOR THE 2017-2018
SCHOOL YEAR

NOTICE OF NON-DISCRIMINATION

Davis School District and Hill Field 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.

Inquires 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

Midori Clough, District 504 Coordinator
504 (Student Issues) Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5180

~~Jackie Thompson~~ Bernardo Villar, Director of Equity
Title IX Compliance Coordinator
Race, Color, National Origin, Religion, or Gender in other than Athletic Programs
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator
Title IX Compliance Coordinator
Gender Based Discrimination in Athletic Programing
Davis School District
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
tel: (801) 402-7850

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
tel: (801) 402-5307

TDD (hearing impaired): (801) 492-5358

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Hill Field Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Nancy Call (402-2350), their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Hill Field Elementary to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student and Family Resources 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 record.

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 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 include 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

Students 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 persons 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, ~~harassment~~, 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

Students 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 Hill Field Elementary or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administrator 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/ ~~HARASSMENT~~/HAZING/~~RETALIATION~~/ABUSIVE CONDUCT

Students 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, ~~or~~ discrimination, or abusive conduct of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or ~~sexual, racial, ethnic, religious, or disability-related harassment/retaliation~~.

District policy may be found at 5S-100 Conduct and Discipline. Hill Field Elementary policy may be found at hillfield.davis.k12.ut.us 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 Hill Field 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 or legal guardian 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. Frequent absences from classes disrupt the instructional process. Parents/guardians 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 ~~children=s~~student's education records. These rights are:

Inspect and review all of their student's education records maintained by the school within 45 days of a request for access.

Request that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student=s privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [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 listings of their students.

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

1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 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 Hill Field Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

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

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

Informal 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.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

- [a] Political affiliations or beliefs;
- [b] Mental or psychological problems;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] Critical appraisals of others with whom the student or family have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs; or
- [h] Income, other than as required by law to determine program eligibility.

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

Inspect, upon request and before administration or use of:

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

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Hill Field Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

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

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: PPRA@ED.Gov.

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Hill Field Elementary shall reasonably accommodate** a parent's 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 advanced 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 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 or guardian 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 or guardians; the educational needs of other students; the academic and behavioral 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.